

RESOLUTION NO. 2000-152

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE IMPLEMENTATION OF THE SALARY
SURVEY FOR THE GENERAL SERVICES UNIT AND
THE CONFIDENTIAL UNIT, AND ADOPTING UPDATED
CLASS SPECIFICATIONS FOR BOTH

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BE IT RESOLVED, that the Lodi City Council does hereby implement an overall 8.14% compensation increase for members of the General Services unit, and 12.8% for the Confidential Unit as listed in the salary adjustments spreadsheet developed by Bryce Consulting effective the pay period in which July 1, 2000 falls, as shown on Attachment I and II, attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that the Lodi City Council hereby adopts updated class specifications for the General Services Unit and the Confidential Unit, as shown on Attachment III.

Dated: August 16, 2000

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I hereby certify that Resolution No. 2000-152 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 16, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Land, Nakanishi, Pennino and Mann
(Mayor)

NOES: COUNCIL MEMBERS – Hitchcock

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

City of Lodi
General Services Internal Salary Relationships

ATTACHMENT 1

Old Classification	New Classification	Recommended A Step	Recommended B Step	Recommended C Step	Recommended D Step	Recommended E Step	Internal Alignment
Administrative Support							
Department Secretary	Administrative Secretary	2,664.99	2,798.24	2,938.15	3,085.06	\$3,239.31	Benchmark; set to market
Supervising Administrative Clerk	Office Supervisor	2,664.99	2,798.24	2,938.15	3,085.06	\$3,239.31	Same as Administrative Secretary
Administrative Clerk III	Senior Administrative Clerk	2,234.98	2,346.73	2,464.07	2,587.27	\$2,716.64	Approx 10% above Administrative Clerk
Administrative Clerk II	Administrative Clerk	2,031.80	2,133.39	2,240.06	2,352.07	\$2,469.67	Benchmark; set to market
Data Processing Operations Specialist	Information Systems Specialist	2,664.99	2,798.24	2,938.15	3,085.06	\$3,239.31	Same as Administrative Secretary
Community Development							
Associate Planner	Associate Planner	3,776.30	3,965.12	4,163.37	4,371.54	\$4,590.12	Benchmark; set to market
Assistant Planner	Assistant Planner	3,433.00	3,604.85	3,784.89	3,974.13	\$4,172.84	Approx 10% below Associate Planner
Junior Planner	Junior Planner	3,120.91	3,276.96	3,440.81	3,612.85	\$3,793.49	Approx 10% below Assistant Planner
Senior Building Inspector	Senior Building Inspector	3,707.17	3,892.52	4,087.15	4,291.51	\$4,506.08	Approx 10% above Building Inspector II
Building Inspector II	Building Inspector II	3,370.15	3,538.66	3,715.59	3,901.37	\$4,096.44	Benchmark; set to market
Building Inspector I	Building Inspector I	3,063.77	3,216.98	3,377.81	3,546.70	\$3,724.04	Approx 10% below Building Inspector II
Community Improvement Officer	Community Improvement Officer II	3,209.67	3,370.15	3,538.66	3,715.59	\$3,901.37	Approx 5% below Building Inspector II
New Class	Community Improvement Officer I	2,917.88	3,063.77	3,216.96	3,377.81	\$3,546.70	Approx 10% below Comm Improvement Off II
Finance							
Support Services Supervisor	Finance Technician	2,600.90	2,831.81	2,973.40	3,122.07	\$3,278.17	Approx 10% above Senior Customer Svc Rep
Accounting Technician	Finance Technician	2,696.96	2,831.81	2,973.40	3,122.07	\$3,278.17	Approx 10% above Senior Customer Svc Rep
Accounting Clerk	Accounting Clerk II	2,228.89	2,340.33	2,457.35	2,580.22	\$2,709.23	Benchmark; set to market
New Class	Accounting Clerk I	2,026.26	2,127.58	2,233.96	2,345.65	\$2,462.94	Approx 10% below Accounting Clerk II
New Class	Customer Service Supervisor	3,101.50	3,256.58	3,419.40	3,590.37	\$3,769.89	Approx 15% above Finance Technician
Senior Accounting Clerk	Senior Customer Service Representative	2,451.70	2,574.37	2,703.09	2,838.24	\$2,980.15	Approx 10% above Customer Svc Rep II
New Class	Customer Service Representative II	2,228.89	2,340.33	2,457.35	2,580.22	\$2,709.23	Same as Accounting Clerk II
New Class	Customer Service Representative I	2,026.26	2,127.58	2,233.96	2,345.65	\$2,462.94	Approx 10% below Customer Svc Rep II
Customer Service Supervisor	Field Services Supervisor	3,156.53	3,314.36	3,480.00	3,654.08	\$3,836.78	Approx 15% above Field Services Rep
Account Collector	Field Services Representative	2,744.81	2,882.05	3,026.15	3,177.46	\$3,338.33	Approx 10% above Meter Reader
Meter Reader	Meter Reader	2,495.28	2,620.05	2,751.05	2,888.60	\$3,033.03	Benchmark; set to market
Parking Enforcement Assistant	Parking Enforcement Assistant	2,296.64	2,411.47	2,532.05	2,658.65	\$2,791.58	Benchmark; set to market
Buyer	Buyer	3,086.09	3,240.39	3,402.41	3,572.53	\$3,751.16	Benchmark; set to market
Senior Storekeeper/Buyer	Senior Storekeeper	2,683.56	2,817.73	2,958.62	3,106.55	\$3,261.88	Approx 15% below Buyer
Storekeeper	Storekeeper	2,439.60	2,561.58	2,689.65	2,824.14	\$2,965.34	Approx 10% below Senior Storekeeper
Purchasing Assistant	Purchasing Assistant	2,122.75	2,228.89	2,340.33	2,457.35	\$2,580.22	Approx 5% below Accounting Clerk II

* The current top step salaries are prior to the July 1, 2000 3.55 cost of living increase

City of Lodi
General Services Internal Salary Relationships

Old Classification	New Classification	Recommended A Step	Recommended B Step	Recommended C Step	Recommended D Step	Recommended E Step	Internal Alignment
Library							
Librarian II	Librarian II	3,269.53	3,433.00	3,604.65	3,784.89	\$3,974.13	Approx 5% below Assistant Planner
Librarian I	Librarian I	2,972.30	3,120.91	3,276.96	3,440.81	\$3,612.85	Approx 10% below Librarian II
Senior Library Assistant	Senior Library Assistant	2,346.73	2,464.07	2,587.27	2,716.64	\$2,852.47	Approx 10% above Library Assistant
Library Assistant	Library Assistant	2,133.39	2,240.06	2,352.07	2,469.67	\$2,593.15	Approx 5% above Admin Clerk
Parks and Recreation							
Parks Project Coordinator	Parks Project Coordinator	3,742.30	3,929.42	4,125.89	4,332.18	\$4,548.79	Same as Senior Engineering Technician
Program Coordinator	Parks Program Specialist	3,118.59	3,274.52	3,438.24	3,610.15	\$3,790.66	Approx 20% below Parks Project Coordinator
Police							
Police Records Clerk Supervisor	Police Records Clerk Supervisor	2,468.04	2,591.44	2,721.01	2,857.06	\$2,999.91	Approx 15% above Police Records Clerk II
Police Records Clerk III	Senior Police Records Clerk	2,360.73	2,478.77	2,602.70	2,732.84	\$2,869.48	Approx 10% above Police Records Clerk II
Police Records Clerk II	Police Records Clerk II	2,146.12	2,253.42	2,366.10	2,484.40	\$2,608.62	Benchmark; set to market
Police Records Clerk I	Police Records Clerk I	1,951.02	2,048.57	2,151.00	2,258.55	\$2,371.47	Approx 10% below Police Records Clerk II
Animal Control Officer	Animal Services Officer	2,484.41	2,608.63	2,739.06	2,876.01	\$3,019.81	Benchmark; set to market
Assistant Animal Control Officer	Assistant Animal Services Officer	2,258.55	2,371.48	2,490.05	2,614.55	\$2,745.28	Approx 10% below Animal Services Officer
Public Works							
Associate Traffic Engineer	Associate Traffic Engineer	4,528.19	4,754.60	4,992.33	5,241.94	\$5,504.04	Same as Associate Civil Engineer
Associate Civil Engineer	Associate Civil Engineer	4,528.19	4,754.60	4,992.33	5,241.94	\$5,504.04	Benchmark; set to market
Assistant Engineer	Assistant Engineer	4,116.53	4,322.36	4,538.48	4,765.40	\$5,003.67	Approx 10% below Associate Civil Engineer
Junior Engineer	Junior Engineer	3,742.30	3,929.42	4,125.89	4,332.18	\$4,548.79	Approx 10% below Assistant Engineer
Engineering Tech. Supervisor	Senior Engineering Technician	3,742.30	3,929.42	4,125.89	4,332.18	\$4,548.79	Same as Junior Engineer
Senior Engineering Technician	Senior Engineering Technician	3,742.30	3,929.42	4,125.89	4,332.18	\$4,548.79	Same as Junior Engineer
Engineering Technician II	Engineering Technician II	3,402.09	3,572.20	3,750.81	3,938.35	\$4,135.27	Approx 10% below Senior Eng Technician
Engineering Technician I	Engineering Technician I	3,092.81	3,247.45	3,409.83	3,580.32	\$3,759.33	Approx 10% below Eng Technician II
Public Works Inspector II	Public Works Inspector II	3,370.15	3,538.66	3,715.59	3,901.37	\$4,096.44	Same as Building Inspector II
Public Works Inspector I	Public Works Inspector I	3,063.77	3,216.96	3,377.81	3,546.70	\$3,724.04	Approx 10% below PW Inspector II

ATTACHMENT II

City of Lodi
Confidential Internal Salary Relationships

Classification	Recommended A Step	Recommended B Step	Recommended C Step	Recommended D Step	Recommended E Step	Internal Alignment
Administrative Clerk - Confidential	\$ 2,133.39	\$ 2,240.06	\$ 2,352.06	\$ 2,469.67	\$ 2,593.15	Approx 5% above Administrative Clerk
Deputy City Clerk	\$ 2,819.01	\$ 2,959.97	\$ 3,107.96	\$ 3,263.36	\$ 3,426.53	Benchmark; set to market
Human Resources Technician	\$ 2,645.19	\$ 2,777.45	\$ 2,916.33	\$ 3,062.14	\$ 3,215.25	Benchmark; set to market
Legal Secretary	\$ 3,120.30	\$ 3,276.31	\$ 3,440.13	\$ 3,612.14	\$ 3,792.74	Approx 5% below Secty to the City Manager
Secretary to the City Manager	\$ 3,276.31	\$ 3,440.13	\$ 3,612.14	\$ 3,792.74	\$ 3,982.38	Benchmark; set to market

CITY OF LODI
GENERAL SERVICES
JOB SPECIFICATIONS

- Accounting Clerk I/II
- Administrative Clerk
- Administrative Secretary
- Animal Services Officer
- Assistant Animal Services Officer
- Assistant Civil Engineer – Traffic
- Assistant Engineer
- Assistant Planner
- Associate Civil Engineer
- Associate Civil Engineer – Traffic
- Associate Planner
- Building Inspector I/II
- Buyer
- Community Improvement Officer
- Customer Services Representative I/II
- Customer Service Supervisor
- Engineering Technician I/II
- Field Services Representative
- Field Services Supervisor
- Finance Technician
- Information Systems Specialist
- Junior Civil Engineer - Traffic
- Junior Engineer
- Junior Planner
- Librarian I/II
- Library Assistant
- Meter Reader
- Office Supervisor
- Parking Enforcement Assistant
- Parks Program Specialist
- Parks Project Coordinator
- Police Records Clerk I/II
- Police Records Clerk Supervisor
- Programmer/Analyst I/II
- Public Works Inspector I/II
- Purchasing Assistant
- Senior Administrative Clerk
- Senior Building Inspector
- Senior Customer Service Representative
- Senior Engineering Technician
- Senior Library Assistant
- Senior Police Records Clerk
- Senior Storekeeper
- Storekeeper

ACCOUNTING CLERK I/II

DEFINITION

Performs responsible clerical work in financial systems and functions, including, payroll, accounts payable, and fiscal accounting systems.

DISTINGUISHING CHARACTERISTICS

Accounting Clerk I

This is the entry-level classification in the Accounting Clerk series. This class is distinguished from the Accounting Clerk II in that this class performs tasks that are more routine in nature and are performed under close supervision. This is a flexibly staffed class in that the Accounting Clerk I position is expected to progress to the II level with training and satisfactory performance.

Accounting Clerk II

Positions in this class perform journey-level clerical work of a financial nature, working under general supervision and structured guidelines and procedures. Positions in this class are normally filled by advancement from the Accounting Clerk I class.

This class is distinguished from the Customer Service Representative classes in that the latter spend the majority of time working directly with the public to collect revenue, answer questions, and resolve problems.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from an Accountant I/II or higher-level class.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Processes accounts payable for City operations; processes invoices for weekly check run; payroll vouchers;
- Reconcile vendor accounts, maintain vendor files;
- Prepares Form 1099 for IRS reporting;
- Submits Cash requirement reports to Revenue Manager;
- Prepare Disbursement reports to City Council;
- Assists Auditors during the annual audit and during interim audits by other government agencies;

- Processes utility billings; writes service orders for utility customers; checks meter books and computes billing amount, enters billing information onto computer; and mails out computer generated utility bills;
- Receives utility bill payments over a public counter or through the mail; processes, balances, and deposits billing amounts;
- Answer the telephone and respond to question on payments, pending accounts, open purchase orders, contract payments, and other City financial transactions;
- Processes payroll time cards and enters payroll information into the computer; runs and processes computer payroll reports; performs daily and bi-weekly payroll procedures;
- Performs routine accounting system procedures including window receipts data entry, monthly general ledger journal entries, bank statements balancing, and generation of computer reports on payroll, revenues, expenditures, and other financial activities;
- Process purchase orders;
- Audit CIS-Orcom utility collections and receivables prior to posting;
- Maintains various ledgers, registers, and journals according to established account classifications;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Accounting Clerk I

Knowledge of:

- Modern office practices and procedures;

Ability to:

- Perform routine mathematical computations;
- Perform clerical procedures in an organized and accurate manner;
- Operate a typewriter, calculator, and other common office machines;
- Learn and operate a computer terminal using various financial applications;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

Accounting Clerk II

In addition to the knowledge and abilities required for Accounting Clerk I:

Knowledge of:

- Principles and practices of financial record keeping;
- The basic purpose and nature of accounting systems in municipal government.

Ability to:

- Keep financial and statistical records;

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Accounting Clerk I

Education:

- Equivalent to completion of high school.

Experience:

- One year of experience in a position performing a variety of clerical duties.

Accounting Clerk II

Education:

- Equivalent to completion of high school..

Experience:

- One year of experience in a financial clerical position or one year as an Accounting Clerk I with the City of Lodi.

ADMINISTRATIVE CLERK

DEFINITION

Provides a variety of routine to moderately difficult office support duties for various City departments and offices. These may include public contact, providing information, recordkeeping, specialized processing related to the department assigned, typing, word processing, preparing spreadsheets, maintaining databases, establishing and maintaining file systems; and performing related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents perform a variety of duties requiring the acquisition of knowledge of departmental and City procedures.

This class is the fully qualified, journey level class of the City's Administrative Clerk series, competent to perform a variety of office support and clerical duties. Positions are characterized by the presence of guidelines from which to make decisions, and the availability of supervision to resolve non-routine problems encountered.

SUPERVISION EXERCISED AND RECEIVED

Administrative Clerks work under general supervision from senior clerical staff, or professional or managerial personnel.

An Administrative Clerk may direct the work of part-time or temporary clerical staff, but is not considered a lead level of classification.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of support duties related to the department to assist staff in various office and public activities;
- Serves as receptionist; receives and screens callers and visitors; provides information regarding City or department practices and procedures to a variety of parties and the general public;
- Gathers information from individuals or reference sources to complete and process various forms, records and applications; and contacts individuals to obtain additional information;
- Enters and retrieves data from computer systems, Operates personal computer, related software and peripheral equipment following established formats;

- Operates computer systems, which may be used City-wide or specifically designed for use only in the department assigned, to generate reports and perform other automated processes; performs various file maintenance activities related to computer systems;
- Maintains records and processes forms, such as time records, purchase requisitions and orders, and others specific to the organizational unit;
- Posts and transcribes data, prepares and updates a variety of reports, which may require the use of routine arithmetic calculations;
- Establishes and maintains office files, and researches and compiles information from such files;
- Prepares correspondence, reports, forms and specialized documents related to the functions of the department assigned, from drafts, notes, dictated tapes, or brief instructions;
- Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling;
- Copies, assembles and distributes reports and other written materials;
- Collects fees, issues receipts, adds sums of figures, and performs related basic computations;
- Performs office support activities such as opening and distributing mail, processing outgoing mail, and ordering office supplies;
- Arranges for repair and maintenance of office and vending equipment ;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic office practices and procedures, including filing and the operation of standard office equipment;
- Correct English usage, including spelling, grammar, and punctuation.
- Basic business arithmetic.
- Business letter writing and the standard format for typed materials;
- Policies, procedures, processes and forms related to the department to which assigned;
- Basic business data processing principles and the use of and operation of a personal computer.

Ability to:

- Understand and carry out oral and written instructions;
- Perform detailed clerical work accurately;
- Type at a speed necessary for adequate job performance;
- Maintain attention to detail despite interruptions;
- Communicate tactfully and effectively with the public;

- Learn specialized processing, procedures and office support tasks related to the department assigned.
- Organize and maintain accurate records and office files;
- Compose routine correspondence from brief instructions;
- Use initiative and sound independent judgement within established guidelines;
- Use and operate centralized telephone equipment, personal computer, related software, and peripheral equipment;
- Prioritize work and coordinate several activities simultaneously.
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school including completion of specialized Clerical coursework.

Experience:

- Two years of responsible journey level clerical experience.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's license (Class C) issued from the California Department of Motor Vehicles.

ADMINISTRATIVE SECRETARY

DEFINITION

Performs a variety of complex and/or confidential secretarial and administrative duties for a department; manages the clerical support functions of the department.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the general clerical classes by more complex, responsible and sensitive duties related to a position functioning as the personal secretary to a department head and by responsibility for managing the clerical support functions within a department.

SUPERVISION EXERCISED AND RECEIVED

Direction is provided by a department head. Functional or technical supervision may be received from departmental management staff.

Responsibilities may include direct or indirect supervision of subordinate clerical positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Serves as office manager to ensure work is handled on a priority basis and completed in a timely manner;
- Acts as a receptionist; screens calls and visitors, and refers inquiries as appropriate; responds to complaints and requests for information based upon departmental policies and procedures;
- Trains clerical staff in courteous and effective practices when interacting with the public;
- Participates and assists in the administration of a department; handles routine personnel, payroll, purchasing and budget duties;
- Initiates and maintains a variety of files and records for information regarding such areas as payroll, the budget and purchasing; maintains manuals and updates resource materials;
- Types and/or transcribes a variety of written material from handwritten copy, types, and/or shorthand notes;
- Gathers information regarding City and department activities and advises department or division heads as necessary;
- Distributes information and materials generated by department head or management staff;

- Composes and handles routine correspondence not requiring the department head's personal attention. When required, initiates specific correspondence for signature by department head or management staff;
- Researches, compiles, and analyzes data for special projects and various reports; compiles data and assists in developing recommendations on the formulation of policy, procedures, new programs and systems;
- Serves as Secretary to a board or commission including preparing the agenda, assembling background materials and taking minutes of meetings;
- Operates appropriate software for computers used in the department; develops, implements, and maintains related filing systems on the computer systems in the department;
- Supervises, trains and evaluate subordinates;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation;
- Modern office methods, procedures and equipment, including word processing spreadsheet, database and scheduling software for personal computers;
- Principles of supervision, training and performance evaluation.

Ability to:

- Understand the organization and operation of the City, including the role of an elected City Council and appointed boards and commissions, and of outside agencies as necessary to assume assigned responsibilities;
- Plan, organize and manage the clerical support function of the department to which assigned;
- Communicate effectively, orally and in writing;
- Work cooperatively with other departments, outside agencies, and the public; interpret and apply departmental policies, procedures, and rules;
- Type and/or transcribe from handwritten copy, dictaphone and/or shorthand notes at a speed necessary for adequate job performance;
- Operate appropriate computer software; develop, implement and maintain related filing systems on computers;
- Work independently in the absence of supervision;
- Use initiative and independent judgment within established guidelines;
- Compile and maintain complex and extensive records and files;
- Supervise, train, and evaluate subordinates;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school supplemented by specialized clerical courses.

Experience:

- Five years directly related and increasingly responsible experience.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

ANIMAL SERVICES OFFICER

DEFINITION

Supervises and participates in the enforcement of animal regulations; manages the Animal Services Unit.

SUPERVISION EXERCISED AND RECEIVED

- Responsibilities include direct supervision of the Assistant Animal Services Officer, part-time kennel staff and volunteers;
- General supervision is provided by a Police Lieutenant.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Supervises and participates in the enforcement of City ordinances and State animal control laws;
- Manages Animal Services Unit operations; trains employees; purchases supplies and equipment; cleans kennels and cages; feeds and cares for animals; maintains and repairs equipment;
- Picks-up and impounds stray, injured and dead animals;
- Resolves complaints or questions from the public concerning ordinances, laws and Animal Services operations and procedures;
- Prepares and maintains relevant records and reports;
- Coordinates presentations for public groups interested in Animal Shelter operations;
- Provides functional supervision to the Assistant Animal Services Officer;
- Recruits, trains and coordinates volunteers;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws, ordinances, and policies related to animal control;
- Law enforcement procedures, operations and regulations;
- Animals and their habits;
- Diseases pertaining to dogs and cats;
- Methods of humane animal apprehension, care and disposal;
- Principles of supervision and training.

ASSISTANT ANIMAL SERVICES OFFICER

DEFINITION

Enforces laws, regulations, and policies relating to animal control; performs general office duties related to Animal Services Unit operations.

SUPERVISION EXERCISED AND RECEIVED

Direct supervision is provided by the Animal Services Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Receives and investigates animal cruelty, complaints; issues citations for violations of animal regulations;
- Picks-up and impounds stray, injured and dead animals; euthanizes animals as requested and directed;
- Investigates animal bites; quarantines animals causing such injury; prepares and submits relevant reports regarding actions taken;
- Responds to complaints and requests for information on regulations, procedures, and policies relating to animal control; adopts out and redeems impounded animals;
- Maintains shelter facilities and grounds; cleans kennels and cages; feeds and cares for animals; maintains and repairs equipment;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Animals and their habits;
- Diseases pertaining to dogs and cats.

Ability to:

- Learn laws, regulations and policies related to animal control;
- Learn law enforcement procedures, operations, and regulations;
- Learn methods of humane animal apprehension, care and disposal;
- Impound all types of animals;

- Communicate effectively, orally and in writing;
- Meet and deal effectively with the public;
- Use firearms to dispatch animals when necessary, such as skunks;
- Humanely perform intravenous euthanasia;
- Vaccinate animals;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of High School.

Experience:

- Six months of experience in the area of animal control.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

BUILDING INSPECTOR I/II

DEFINITION

Inspects residential, commercial, and industrial buildings at various stages of construction alteration, or repair; examines residential, commercial, and industrial plans that are submitted for a building permit; and otherwise participates in overseeing building activity to ensure public safety and compliance with codes and regulations.

DISTINGUISHING CHARACTERISTICS

Building Inspector I – This is the entry level of the Building Inspector class series. Positions in this class are distinguished from the II level in that they are not fully familiar with the various codes, ordinances, and state laws used in building inspection. The I level positions work under closer supervision than do II level positions.

Building Inspector II – This is the journey level in the Building Inspector class series. Positions in this class generally are certified as combination building inspectors by I.C.B.O and perform the full range of building inspection duties, including residential, commercial, and industrial inspection. The II level positions are familiar with and can apply the various codes, ordinances, and state laws used by inspectors and work with less supervision than I level positions.

SUPERVISION EXERCISED AND RECEIVED

Building Inspector I – Receives direction from the Chief Building Inspector, beginning with specific direction and evolving toward general direction as experience and training progress.

Building Inspector II – Receives general direction from the Chief Building Inspector. May exercise technical supervision over Building Inspector I positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Examines residential, commercial, and industrial plans submitted for a building permit for compliance with the Uniform Building Code, Uniform Plumbing Code, National Electrical Code, State Handicap Regulations, State Energy Conservation Regulations, and local codes and ordinances;
- Inspects residential, commercial, and industrial building projects at various stages for compliance with all pertinent codes, regulations, and ordinances;
- Issues building permits;
- Answers questions regarding building regulation at the counter and on the telephone;

- Coordinates the plan checking process with Public Works , Utility, Planning, and Fire Departments;
- Informs and instructs owners and contractors on corrections required during the plan check process;
- Produces clear, precise correction notices pursuant to job site field inspections;
- Interacts with architects and engineers on matters pertaining to codes, and regulations;
- Receives and investigates complaints on industrial, commercial, and residential conditions, health hazards, and safety hazards;
- Performs related work as required.

MINIMUM QUALIFICATIONS

Building Inspector I

Knowledge of:

- Building construction principles and practices, including familiarity with carpentry, plumbing, and electrical trades;
- Safety and construction standards of the building construction industry; with increasingly detailed familiarity as job experience and training progress;
- Uniform Building Code;
- Uniform Plumbing and Mechanical Code;
- National Electrical Code;
- Health and Safety codes;
- City of Lodi Codes and Ordinances.

Ability to:

- Learn the content of applicable codes, regulations, and ordinances;
- Detect through inspection deviations from plans, codes, regulations, and ordinances;
- Read and understand building construction plans and drawings;
- Organize daily workload
- Communicate clearly, orally, and in writing;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

MINIMUM QUALIFICATIONS

Building Inspector I

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

- Five years experience in the construction industry as a contractor, carpenter, plumber, or electrician.

Education:

- Completion of high school or its equivalent.

LICENSES AND CERTIFICATES

- Upon appointment to the position, incumbents are expected to participate in the training and testing program sponsored by the International Conference of Building Officials (I.C.B.O.) in pursuit of certification as a Combination Building Inspector.
- Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

Building Inspector II

Knowledge of:

- Detailed content of applicable codes, ordinances, and state laws;
- Building inspection principles and practices as applied to all types of residential, commercial and industrial buildings;
- Attributes and characteristics of building structure and construction practices in the City of Lodi;
- Inspect various types of residential, commercial, and industrial buildings;
- Apply the full range of codes, ordinances, and state laws as a building inspector.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Two years experience comparable to a Building Inspector I in the City of Lodi, preceded by substantial experience in the construction industry.

LICENSES AND CERTIFICATES

- Certification as a combination Building Inspector by the International Conference Building Officials (I.C.B.O.) is highly desirable.
- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

BUYER

DEFINITION

Under general direction, purchases and expedites a variety of materials, supplies, equipment, and services for use by all City departments; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Buyer is distinguished from that of Senior Storekeeper in that the primary duty is to be independently responsible for a wide range of purchasing and expediting functions. The Buyer acts as Purchasing Officer in his/her absence. The Senior Storekeeper supervises the Storekeeping function and performs pre-established buying functions.

SUPERVISION EXERCISED AND RECEIVED

May exercise indirect supervision over clerical staff and Senior Storekeeper.

Receives general direction from the Purchasing Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Reviews requisitions for accuracy and completeness, consults with user departments regarding purchasing needs, and provides information regarding products and supplies;
- Obtains and evaluates price quotations and analyzes bids;
- Develops and prepares purchase orders; expedites purchase orders by following up with suppliers to reconcile delivery, quality, accuracy and other problems that arise;
- Explains purchasing policies and procedures to potential vendors; places orders and negotiates with vendors as required if changes in purchase terms are required;
- Researches availability, price, terms, and delivery schedules with vendors for both specific and projected needs;
- Applies economic conditions, commodity price trends, lead times, develops sources of supply, and new products for purchasing activities;
- Assists in the development and administration of contracts;
- Assists departments in the preparation of clear and complete specifications;
- Maintains purchasing records, prepares summaries and reports, including vendor performance reports, and maintains bid lists;
- Acts as Purchasing Officer in his/her absence;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of purchasing, including competitive bidding procedures;
- Inventory Control procedures;
- Basic accounting procedures and practices applicable to the purchasing function;
- Types and sources of materials, supplies, services, and information on economic conditions and industry trends;
- Applicable federal, state, and local laws, and regulations regarding purchasing.

Ability to:

- Interpret and apply applicable ordinances, policies, procedures, rules, and regulations affecting purchasing operations;
- Analyze and interpret requisitions, plans, drawings, and specifications;
- Prepare clear and concise specifications;
- Buy effectively considering price, service, quality, and delivery;
- Establish and maintain accurate records and files;
- Set priorities, organize work, and make sound business decisions;
- Perform accurate basic mathematical functions;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school, supplemented by college level courses in Business Administration or related field.

Experience:

- Three years experience in purchasing and expediting materials, supplies and equipment.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) from the California Department of Motor Vehicles.

COMMUNITY IMPROVEMENT OFFICER I/II
(Code Enforcement Officer)

DEFINITION

Under general supervision of the Community Improvement Manager, performs skilled work in the investigation, inspection and enforcement of City codes, ordinances, abatement regulations, the Uniform Housing Code and Dangerous Building Code. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Community Improvement Officer I - This is the entry level in the Community Improvement Officer class series. Positions in this class are distinguished from the II level in that they are not fully familiar with the various codes, ordinances and state laws used in code enforcement. Level I positions work under closer supervision than II positions.

Community Improvement Officer II - This is the full journey level in the Community Improvement Officer class series. Positions in this class are certified as intermediate or advanced code enforcement officers or have obtained similar certification in a related field. Level II positions can more readily apply various codes and work with less supervision than I positions.

SUPERVISION EXERCISED AND RECEIVED

Community Improvement Officer I - Receives direction from the Community Improvement Manager, beginning with specific direction and evolving towards general direction as experience and training progresses.

Community Improvement Officer II - Receives general direction from the Community Improvement Manager. May exercise technical supervision over Community Improvement Officer I positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Receives, investigates and responds to complaints regarding substandard dwellings or structures, zoning violations, property maintenance violations, noise regulation violations, inoperable or abandoned vehicles on private property and other nuisance violations;
- Confers with county, state agencies and City departments on the disposition of a variety of complaints and code violations;
- Conducts field inspections of commercial and residential buildings during various stages of repair to ensure they meet minimum housing standards;

- Reads, interprets and applies state laws, municipal codes and ordinances, and other pertinent regulations;
- Prepares necessary violation and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required; develops cost estimates based on work to be performed and specifications;
- Provides information concerning permit, land use and zoning requirements to the public;
- Issues citations for violations of the municipal code and other laws and regulations;
- Conducts inspections involving parking, set-backs, encroachments, right-of-ways, and code and structural compliance;
- Provides support and information for permit applications;
- Prepares required documentation for all legal actions and conducts follow-up once legal activities have been initiated;
- Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer service.

MINIMUM QUALIFICATIONS

Knowledge of:

Community Improvement Officer I

- Safe work methods and safety regulations pertaining to the duties of a Community Improvement Officer, including safe driving habits;
- Basic law enforcement concepts;
- The operation and use of personal computers and various computer applications within the office environment.

Community Improvement Officer II

In addition to the requirements of the Community Improvement Officer I:

- Basic terminology used in zoning, including legal descriptions;
- Appropriate building safety, hazardous materials and fire prevention techniques and requirements;
- Applicable laws, ordinances and codes;
- Principles of building, planning and zoning permit processes and plan examining;
- Principles and methods of investigation utilized in code enforcement inspections;
- Regulations and requirements for court evidence documentation;
- Principles and methods of enforcing varied municipal codes.

Ability to:

Community Improvement Officer I

- Use personal computer and various computer applications;
- Investigate zoning, code and other complaints in a timely and tactful manner;

- Deal courteously, but firmly, and communicate effectively with a variety of individuals contacted in the course of work including resolving conflicts and problems;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

Community Improvement Officer II

In addition to the requirements of the Community Improvement Officer I: -

- Organize work, set priorities and exercise sound, independent judgement within established guidelines;
- Interpret and explain a variety of codes, ordinances and other regulations to the public;
- Prepare accurate and detailed documentation of inspection findings and other written materials;
- Maintain organized and accurate records of inspections and code enforcement files;

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Community Improvement Officer I

- None

Community Improvement Officer II

- Two years experience interpreting planning, building or zoning laws and regulations or a closely related field. Understanding of the building and construction trade is preferred.

Education:

Community Improvement Officer I

- Equivalent to graduation from high school.

Community Improvement Officer II

- Education requirements of the Community Improvement Officer I supplemented by College level course work in planning, building inspection, technology or a related field is preferred.

LICENSES AND CERTIFICATES

Community Improvement Officer I

- Possession of a basic certificate in an approved field related to code enforcement within two years of hire.
- Possession of, or ability to obtain an Arrest Course 832 Penal Code certificate within one year of hire.
- Possession of a valid (Class C) Driver's License issued from the California Department of Motor Vehicles.

Community Improvement Officer II

In addition to the requirements of the Community Improvement Officer I:

- Possession of an intermediate or advanced certificate in code enforcement, or additional certification in an approved field related to code enforcement that supplements a code enforcement background.

CUSTOMER SERVICE REPRESENTATIVE I/II

DEFINITION

Performs a variety of customer service tasks related to resolving customer billing problems and complaints; establishing, disconnecting and reconnecting service; high/low bill investigation; and customer inquiry resolution.

DISTINGUISHING CHARACTERISTICS

Customer Service Representative I

This is the entry-level classification in the Customer Service Representative series. This class is distinguished from the Customer Service Representative II in that this class performs tasks that are more routine in nature and are performed under close supervision. This is sliding classification and positions allocated at this level typically advance to Customer Service Representative II after one year.

Customer Service Representative II

Positions in this class perform journey-level clerical customer service work under general supervision and structured guidelines and procedures. Positions in this class are normally filled by advancement from the Customer Service Representative I class.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Customer Service Supervisor or higher-level class. Receives lead direction from a Senior Customer Service Representative.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Processes utility billings: inputs information into custom programs which produce a variety of service orders directed to field services personnel; edits bill batches for exceptions, compares exception accounts to rate schedule standards, researches account historical data to determine correctness, approves bill batches for billing according to assigned rate schedules;
- Receives utility bill payments over a public counter or through the mail; processes, balances, audits, and prepares bank deposit;
- Receives revenue for licenses, permits, recreation fees, and other City revenue accounts;
- Answers the telephone and responds to questions on utility billings, business and pet licenses, and other City financial transactions;

- Creates, maintains, and monitors computerized files, databases and directories; conducts record searches and prepares statistical work sheets and other required documents; audits documents, verifies accuracy and ensures compliance with applicable regulations;
- Acts as a liaison to Field personnel to initiate or resolve issues relating to high or low bill investigations, meter reliability, disconnects and reconnects;
- Operates a personal computer to access customer account data from multiple computer systems; interprets and explains charges, policies, procedures, special programs and rates, initiates appropriate transactions to satisfy customer requests, and internal accounting procedures
- Resolves problems involving customers' statements, fees, payments and other service-related problems.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Customer Service Representative I

Knowledge of:

- Customer service techniques.

Ability to:

- Perform routine mathematical computations;
- Perform clerical procedures in an organized and accurate manner;
- Operate a typewriter, calculator, and other common office machines;
- Learn and operate a computer terminal using various financial applications;
- Understand and carry out oral and written instructions;
- Interact with the public effectively and courteously;
- Communicate clearly and concisely;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

Customer Service Representative II

In addition to the knowledge and abilities required for the Customer Service Representative I:

Knowledge of:

- Utility rate structures; and schedules
- Department policies and procedures pertaining to utility billing; and collection
- Customer information systems.

Ability to:

- Explain policies and utility rates to customers;
- Use a personal computer and job-related software applications.
- Learn and apply approved general ledger chart of accounts

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Customer Service Representative I

Education:

- Equivalent to completion of high school.

Experience:

- One year of experience working with the public to answer questions and resolve problems
AND one year of experience collecting, recording and balancing cash

Customer Service Representative II

Education:

- Equivalent to completion of high school.

Experience:

- One year of experience performing a variety of customer service tasks related to utility billing, service disconnects and reconnects, high/low bill investigation, customer inquiry resolution, and collecting, recording and balancing cash OR one year as a Customer Service Representative I with the City of Lodi.

CUSTOMER SERVICE SUPERVISOR

DEFINITION

Plans, directs, supervises and participates in the customer service tasks related to resolving customer billing problems and complaints; establishing, disconnecting and reconnecting service; high/low bill investigation; and customer inquiry resolution.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory class in the Customer Service Representative series. This class is distinguished from the Senior Customer Service Representative in that the latter is a leadworker and advanced journey-level classification, whereas this class performs the full range of supervisory functions.

SUPERVISION EXERCISED AND RECEIVED

Exercises supervision over Customer Service Representatives and Senior Customer Service Representatives. Receives supervision from the Customer Service and Revenue Manager or higher-level class.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Plans, directs and supervises the work of Customer Service Representatives and Senior Customer Service Representatives; coaches, trains and motivates staff;
 - Plans, monitors, evaluates work and trains subordinate staff;
 - Implements programs aimed at improving communication with customers, efficiency in customer service operations and revenue recovery;
 - Participates in the selection, supervision and work evaluation of personnel; assists in the design and implementation of motivational programs; facilitates staff training and professional development;
 - Schedules and assigns work processes to meet billing schedules; analyzes plans for potential problems;
 - Compiles a variety of narrative and quantitative reports and correspondence; identifies data sources; gathers and evaluates data; devises procedures for data collecting, tracking and reporting systems; designs and maintains recordkeeping systems; uses complex computer software to produce documents;
- Ensures the implementation of goals, objectives, policies, procedures and work standards for the operation of the section;

- Keeps abreast of current issues and trends, and participates in the development of public information materials;
- Resolves the most complex customer service and complaints;
- Receives revenue for licenses, permits, recreation fees and other City revenue accounts;
- Answers the telephone and responds to questions on utility billings, business and pet licenses and other City financial transactions;
- Designs and prepares departmental forms and operational manuals; prepares correspondence on procedural or informational matters;
- Participates in the development and implementation of department programs, systems, procedures and methods of operations, including computer-based systems;
- Creates, maintains and monitors computerized files, databases and directories; conducts record searches and prepares statistical work sheets and other required documents; audits documents, verifies accuracy and ensures compliance with applicable regulations;
- Acts as a liaison to Field personnel to initiate or resolve issues relating to high or low bill investigations, meter reliability, disconnects and reconnects;
- Operates a personal computer to access customer account data from multiple computer systems; interprets and explains charges, policies, procedures, special programs and rates; initiates appropriate transactions to satisfy customer requests and internal accounting procedures;
- Resolves the most complex problems involving customers' statements, fees, payments and other service-related problems;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of effective supervision;
- Customer service, customer billing and collection techniques;
- Administrative principles, practices and methods, including goal setting, program and budget development, work planning and organization;
- Current trends, technologies and regulations in the area of utility customer service;
- Utility rate structures and schedules;
- Department policies and procedures pertaining to utility billing and collections;
- Customer information systems.

Ability to:

- Supervise a staff of Customer Service Representatives;
- Communicate effectively, both orally and in writing;
- Develop recordkeeping systems and forms;

- Develop logical, concise and clear reports and correspondence;
Use standard business English, spelling and punctuation;
- Perform routine mathematical computations;
- Perform clerical procedures in an organized and accurate manner;
- Operate a typewriter, calculator and other common office machines;
- Use computer word processing, database and spreadsheet software;
- Evaluate alternative solutions and present recommendations;
- Interact with the public effectively and courteously;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work;
- Explain policies and utility rates to customers;
- Use a personal computer and job-related software applications;
- Apply approved general ledger chart of accounts.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Five years of experience performing a variety of customer service tasks related to utility billing, service disconnects and reconnects, high/low bill investigation, customer inquiry resolution, and collecting, recording and balancing cash, preferably including some supervisory experience OR two years as a Senior Customer Service Representative with the City of Lodi.

ENGINEERING TECHNICIAN I
ENGINEERING TECHNICIAN II

DEFINITION

Performs sub-professional engineering office and field work involving surveying, drafting, minor inspection and design. This is a flexibly staffed class series in that a I level position is expected to progress to the II level with training and satisfactory performance.

DISTINGUISHING CHARACTERISTICS

Engineering Technician I – This is the entry level for the sub-professional engineering class series. Positions in this class are distinguished from the Engineering Technician II class in that they are not expected to be familiar with a broad range of sub-professional engineering functions but are expected to perform assigned duties responsibly given necessary training. As incumbents gain experience in the position, they progressively acquire the knowledge and abilities of the Engineering Technician II.

Engineering Technician II – This is the journey level class in the sub-professional engineering class series. Positions in this class are distinguished from the Engineering Technician I class in that they perform a broader range of sub-professional engineering tasks and are familiar with numerous office and field tasks. They are distinguished from the Senior Engineering Technician in that they are not expected to possess extensive, specialized knowledge in one or more engineering areas and do not regularly exercise indirect supervision over subordinates. Positions in this class normally are filled from the I level.

SUPERVISION EXERCISED AND RECEIVED

Engineering Technician I

Receives immediate supervision from higher level sub-professional engineering positions and from professional engineers.

Engineering Technician II

Receives general supervision from a Senior Engineering Technician and professional engineering positions.

Occasionally exercises indirect supervision of a technical nature over Engineering Technician I's, usually by assisting in their training.

EXAMPLES OF DUTIES – Duties include, but are not limited to, the following:

Office:

- Uses computer aided drafting technology; performs design work on less complex public works projects;
- Prepares rough layouts, drawings, details, diagrams, and plans for public works projects;
- Performs computing and drafting operations involved in reducing field survey notes;
- Calculates distances, ties, angles, area, stations, traverses, closures and construction quantities;
- Lays out, checks, and keeps maps up to date;
- Takes traffic counts and surveys.

Field:

- Operates theodolites and levels to determine distances, angles and elevations;
- May serve as a working survey party chief working with subordinates in the observation, computing and recording of field data;
- Keeps field notes of readings and observations;
- Calculates cuts and fills for pipe and street work;
- Takes relative field inspection on routine public works construction projects;
- In a training capacity, may operate theodolites, levels and serves as rod holder with an engineering survey party;
- In office and field work, performs other related duties as required.

MINIMUM QUALIFICATIONS

Engineering Technician I

Knowledge of:

- Computer systems and software including Computer Aided Drafting and Geographic Information Systems;
- Computer Aided drafting methods, techniques and equipment;
- Principles and uses of algebra, geometry, and trigonometry;
- Elementary engineering survey principles and practices.

Ability to:

- Perform simple drafting accurately;
- Learn and operate automated drafting technology used in an Engineering environment;
- Solve problems and make computations using algebra, geometry, and trigonometry;

- Follow oral and written directions;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Equivalent to the completion of high school supplemented by courses in algebra, geometry, trigonometry, and mechanical drafting.

Experience:

- No related working experience.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

Engineering Technician II

In addition to the requirements of the Engineering Technician I:

Knowledge of:

- Nomenclature, symbols, methods, practices, techniques, and instruments used in drafting, mapping, and surveying.

Ability to:

- Perform a variety of office and field sub-professional engineering work;
- Collect and analyze data;
- Prepare accurate construction plans, drawings, and diagrams;
- Interpret engineering maps, plans, construction standards and legal descriptions;
- Understand and apply laws, rules and regulations.

Education and Experience

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

- Two years of sub-professional engineering office or field work.

Education:

- Equivalent to the completion of high school supplemented by courses in drafting, trigonometry, and surveying.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

FIELD SERVICES REPRESENTATIVE

DEFINITION

Under general supervision performs utility connections, various tasks in the prevention of electric service tampering, and the revenue collections process.

DINSTINGUISHING CHARACTERISTICS

This class assists the Field Services Supervisor and performs a substantial amount of field work.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Field Services Supervisor. During the initial training period, receives immediate supervision.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Executes service orders for connecting and disconnecting metered utility service;
- Seals meters for nonpayment;
- Contacts persons who have written bad checks;
- Assists with the enforcement of the Lodi Business License ordinance;
- Receives and investigates reports of electric service tampering; researches high and low usage on residents for potential theft;
- Selects customers to receive notices of service termination and delivers to customers address;
- Maintains list of "shut-off" customers and performs follow-up visits to ensure this status is maintained;
- Performs on-site energy survey audits for residential utility customers;
- Performs other related duties as required;
- Fill in during absence of Field Services Supervisor;
- Picks up mail at Post Office Daily;
- Selects customers for "seal for non-payment" list;
- Acts as lead Meter Reader;

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic electrical and mechanical systems.

Ability to:

- Learn policies and procedures in billing and collections;
- Acquire public contact skills;
- Perform mechanical tasks on utility meters (hook-ups, sealings);
- Organize daily workload and work independently;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school.

Experience:

- Two years of experience as a meter reader or similar field work.
-

LICENSES OR CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

FIELD SERVICES SUPERVISOR

DEFINITION

Plans, organizes, directs and reviews the work of Meter Readers and Field Services Representatives.

DISTINGUISHING CHARACTERISTICS

This supervisory position has responsibility for meter reading utility connections and customer relations.

SUPERVISION EXERCISED AND RECEIVED

Exercises general supervision over Meter Readers and Field Representatives. Receives direction from the Customer Services and Revenue Manager.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes, directs and reviews the work of Meter readers and Field Services Representatives;
- Assists in the preparation of budgets for the section;
- Assists with and performs a variety of personnel actions, including selections, training, promotions, performance evaluations, disciplinary measures and dismissals;
- Evaluates operations and recommends and implements improvements to systems and procedures;
- Coordinates with office staff to facilitate timely performance of department procedures;
- Responsible for notices, termination and late charges relating to accounts sealed for non payment;
- City Fleet Committee member – responsible for departments vehicles;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision;
- Procedures involved in reading meters and billing utility accounts;
- Public contact practices and techniques;
- Basic electrical and mechanical systems.

Ability to:

- Supervise the work of others;
- Evaluate systems and procedures; make effective recommendations for improvement.
- Interact effectively and courteously with the public;
- Perform mechanical tasks on utility meters (sealings and hookups);
- Communicate clearly and concisely;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Four years experience in a position involving field operations.

LICENSES AND CERTIFICATIES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

FINANCE TECHNICIAN

DEFINITION

Under general direction performs a variety of responsible paraprofessional, technical and support duties in the accurate and timely processing of payroll, accounts payable, collections, general accounting and the posting and maintaining of related records and reports.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Account Clerk I/II by the greater level of responsibility and the extent of paraprofessional and technical functions in research, data collection, report production, and the City's payroll system. Incumbents in this class are responsible for one or more of the functional areas of the finance department including general accounting, accounts payable, collections and payroll.

SUPERVISION EXERCISED AND RECEIVED

Receives direction from the Accountant II or Customer Service and Revenue Manager. May exercise supervision over Account Clerk I/II.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Researches and compiles complex financial information from a variety of sources and presents data in spreadsheets and table format;
- Assists in the preparation of mandated and demand reports such as the State Controller's Report and Monthly Executive Reports;
- Prepares a variety of complex journal entries and supervises and coordinates their posting for year-end closing;
- Performs a variety of audits such as: daily revenue, purchase orders, weekly claims-checking amounts, proper account numbers and authorization on invoices; bi-weekly payroll, Federal and State reports; and assists external auditors during examination of the City's annual financial statements;
- Reconciles bank statements;
- Inputs authorized amounts for revenues and expenses and balance them to the budget and general ledger. Researches errors and discusses them with the appropriate managers;
- Monitors revenue and expense reports for errors and prepares journal corrections. Supervises month-end closings and prepares various closing journals;
- Prepares and maintains payroll information and references for employees and departments;

- Enters/maintains confidential employee matters including wage garnishments, wage deductions, deferred compensation, PERS retirement benefits, leave without pay adjustments, credit union, and related;
- Prepares, maintains and verifies the accuracy of a variety of complex records and files including federal and state reporting, PERS retirement, leave without pay adjustments, credit union, leave balances, deductions;
- Reviews and interprets numerous Federal, State and Local payroll update materials;
- Verifies new wage information, classification changes and other MOU or Council/City Manager approved changes;
- Enters and maintains changes relating to pay types, deductions, benefits and accruals in automated systems;
- Prepares and assists in year end reports;
- Prepares and generates a variety of reports and summaries, manually or using computer system, tracks data and prepares reports;
- Works with Data Processing to program reports as necessary;
- Performs daily input, audit and balancing of employee work time;
- Approves collection arrangements with utility customers;
- Handles bankruptcies;
- Coordinates destruction of records;
- Performs a variety of responsible clerical work in support of the department;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping and the basic purpose and nature of governmental accounting and budgeting;
- Fundamentals of Federal, State and Local regulations, policies and procedures governing various financial practices including payroll, accounts payable, general accounting, benefits, insurance and employee deductions;
- Modern office practices and procedures;
- Systems and methods for computerized payroll, record keeping, file maintenance and automated financial systems;
- General office methods including the operation of computers, peripheral and standard office equipment.

Ability to:

- Interpret, explain and apply complex Federal, State and Local regulations, policies and procedures;
- Administer paraprofessional aspects of payroll programs, and employee deductions and/or time;
- Perform complex arithmetical and basic statistical calculations accurately;
- Prepare a variety of written reports, records and correspondence;
- Supervise, train and evaluate the work of others;
- Research and compile financial data and prepare a variety of statistical and financial reports.
- Audit compliance with applicable procedures, methods and regulations;
- Operate a typewriter, calculator, personal computer, peripheral and other standard office equipment;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school supplemented by the completion of courses in accounting, budgeting, government finance, or a related field.

Experience:

- Three years of progressively responsible financial accounting experience.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

INFORMATION SYSTEMS SPECIALST

DEFINITION

Operates computer console and peripheral equipment; generates a wide variety of routine printouts as well as specialized reports for financial and other applications; instructs system users in operational procedures and problems; and assists in maintaining and updating overall financial/accounting information system.

DINSTINGUISHING CHARACTERISTICS

This position is responsible for the performance of numerous jobs or tasks that must be conducted at specific, regular intervals. The position is responsible for system maintenance, file update, monitoring system security, training of system users, and other operational tasks in a modern information systems environment.

The incumbent works with limited supervision of the Finance Director. This position is distinguished from the programmer analyst positions in that it does not perform programming tasks.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Finance Director.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Operates computer console and peripheral equipment in the use and maintenance of financial utility billing and other programs; operates auxiliary hardware such as decollator, and related equipment;
- Executes data processing jobs for utility billing, payroll, payables, and other applications on a daily, weekly, biweekly, monthly, or yearly basis. Procedures include: sign-on, sign-off, , delete files, build files, copy files, restore files, cancel jobs, hold and release spooled jobs, save, back-up and re-name files, change spools, stop and start print writer, catalog and store data. Distributes output in a timely manner;
- Performs special data processing jobs on request;
- Performs file transfers to City departments and outside agencies;
- Schedules jobs based upon computer time and departmental priorities;
- Schedules collection batch, bill batch and other miscellaneous batch postings;
- Trouble shoots hardware and software difficulties; assists in document error and problem resolution; monitors needs of system users;

- Maintains system libraries and files; learns, reviews, and suggests changes to control specifications; maintains records of operating commands necessary to initiate data processing jobs. Conducts system-maintenance; file updates;
- Maintains inventory of data processing materials and orders supplies as necessary;
- Prepares hand held meter reading devices for daily meter reads.
- Coordinates repairs and maintenance on printers.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Computer operations, concepts, terminology, and system applications.
- Word processing functions and document formation of letters, reports, and charts;
- Modern office practices, procedures, and equipment; equipment maintenance and operation.
- Understanding of accounting and financial terminology and practices.
- PC Applications; Query Application.

Ability to:

- Perform operational procedures with a high degree of organization and accuracy;
- Assist in the analysis and development of complex projects;
- Analyze and resolve problem situations;
- Convey technical concepts to system users;
- Communicate clearly, orally, and in writing;
- Follow written and oral instructions;
- Work independently;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would produce the qualifying knowledge and ability. A typical combination is:

Education

- Completion of the equivalent of two years of college supplemented by data processing courses. This requirement can be met with an additional two years of applicable data processing control experience.

Experience

- Two years experience as a computer operator with system control experience and one year of word processing experience.

LICENSES AND CERTIFICATES

- None

JUNIOR CIVIL ENGINEER – TRAFFIC
ASSISTANT CIVIL ENGINEER – TRAFFIC
ASSOCIATE CIVIL ENGINEER – TRAFFIC

DEFINITION

Performs professional engineering work in the planning, design and construction of public works and related projects. Assumes varying degrees of responsibility for the engineering requirements of traffic, streets, utility and other projects, depending upon class level. This is a flexibly staffed class series in that the Junior level position is expected to progress to the Assistant level with training, satisfactory performance, and obtaining proper certification. Similarly, the Assistant is expected to progress to the Associate level.

DISTINGUISHING CHARACTERISTICS

Junior Civil Engineer – This is the entry level in the professional engineering class series. Positions in this class differ from Assistant Civil Engineers in that they are not expected to immediately perform a wide range of engineering tasks or be familiar with City engineering policies and procedures. Unlike the Assistant, they would rarely exercise lead supervision over other engineering positions.

Assistant Civil Engineer – This class is between the entry level and full Journey level classes in the professional engineering class series. Positions in this class differ from the entry level in that they perform a wider range of moderately difficult tasks, are more familiar with City projects and regulations, and are required to possess an Engineer-In-Training certificate from the State. The Assistant differs from the Associate Civil Engineer in that the Associate performs the most difficult engineering tasks. The Associate regularly exercises indirect supervision over other professional engineers while the Assistant does so only occasionally. Also, the Associate is a Registered Engineer while the Assistant is an Engineer-In-Training. Positions in this class generally are filled from the Junior level.

Associate Civil Engineer – This is the full journey level class in the professional engineering class series. Positions in this class perform the more difficult professional engineering work and are distinguished from the Assistant Civil Engineer in that they are Registered Civil Engineers, or Traffic Engineers, performing functions requiring registration and act in the absence of the Chief Civil Engineer. Positions in this class normally are filled from the Assistant level.

SUPERVISION EXERCISED AND RECEIVED

Junior Civil Engineer - Receives specific direction from higher level professional engineers. Occasionally exercises indirect supervision of a technical nature over sub-professional engineering positions.

Assistant and Associate Civil Engineers - Receives general direction from higher level professional engineering positions. Exercises indirect supervision of a functional nature over lower level Civil Engineers and over sub-professional engineering positions, usually as a project manager for a public works project.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Designs and prepares plans, specifications and cost estimates for public works projects including traffic control facilities, street, utility, and related projects; researches project design requirements; performs complex calculations and prepares estimates of time and material costs;
- Reviews and checks final maps, parcel maps, and subdivision improvement plans for accuracy and conformance with City codes, ordinances and departmental requirements, with emphasis on traffic engineering requirements;
- Prepares timing plans for isolated and interconnected traffic signal systems;
- Conducts specialized studies involving selection and use of materials and equipment, design techniques and economic comparison of alternatives, i.e., signal equipment, vehicle detectors, safety improvements;
- Serves as field inspector and field engineer on public works projects;
- Assigns routine investigation, design and drafting tasks to technical subordinates; reviews completed work; assists in the solution of difficult problems;
- Prepares applications for State and Federal grants; administers grant projects;
- Answers questions from contractors, private engineers, members of the public, other City departments and agencies on public works projects, City codes, ordinances, and policies;
- Conducts and presents traffic studies to the City Council and other groups. Typical studies include traffic control warrants, parking requirements, signal priorities and striping alternatives;
- Develops and reviews City ordinances and policies.

MINIMUM QUALIFICATIONS

Junior Civil Engineer

Knowledge of:

- Principles and practices of engineering as applied to public works projects, principles of traffic engineering pertaining to design and construction of streets and traffic control devices;
- Methods, materials, and techniques used in the construction of public works projects;
- Use and operation of personal computers, software and peripheral equipment;
- Modern developments, current literature and sources of information regarding traffic engineering.

Ability to:

- Prepare engineering designs, perform computations, and prepare traffic engineering plans and studies;
- Communicate clearly and concisely, orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in Civil Engineering from an accredited college or university.

Experience:

- No related working experience.

LICENSES OR CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

Assistant Civil Engineer

In addition to requirements of the Junior Civil Engineer:

Knowledge of:

- City engineering policies and procedures;
- Traffic regulation methods and devices and traffic laws and regulations;

Ability to:

- Prepare moderately complex engineering designs and perform computations under general supervision;
- Communicate clearly and concisely, orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in Civil Engineering from an accredited college or university with emphasis on traffic engineering.

Experience:

- Two years experience as a professional engineer with substantial engineering duties.

LICENSES AND CERTIFICATES

- Possession of an Engineer-In-Training certificate issued by the State Board for Professional Engineers and Land Surveyors.
- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

Associate Civil Engineer

In addition to requirements of the Assistant Civil Engineer:

Knowledge of:

- Principles of supervision and training.

Ability to:

- Perform complex professional engineering work with a minimum of supervision;
- Manage engineering projects from inception to completion;

- Perform field inspection of public works projects; review plans and maps submitted for compliance with all pertinent guidelines.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in Civil Engineering from an accredited college or university.

Experience:

- Three years experience as a professional engineer, with substantial traffic engineering duties, including one year experience with the City of Lodi.

LICENSES AND CERTIFICATES

- Possession of a Certificate of Registration as a Civil Engineer or Traffic Engineer issued by the State Board for Professional Engineers and Land Surveyors.
- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

JUNIOR ENGINEER
ASSISTANT ENGINEER
ASSOCIATE CIVIL ENGINEER

DEFINITION

Performs professional engineering work in the planning, design, and construction of public works and related projects including residential, commercial, and industrial development projects. Assumes varying degrees of responsibility for the engineering requirements of water, sewer, storm drain, streets and other projects, depending upon class level. This is a flexibly staffed class series in that the Junior level position is expected to progress to the Assistant level with training, satisfactory performance, and obtaining proper certification. Similarly, the Assistant is expected to progress to the Associate level.

DISTINGUISHING CHARACTERISTICS

Junior Engineer - This is the entry level in the professional engineering class series. Positions in this class differ from Assistant Engineers in that they are not expected to immediately perform a wide range of engineering tasks or be familiar with City engineering policies and procedures. Unlike the Assistant, they would rarely exercise lead supervision over other engineering positions.

Assistant Engineer - This class is between the entry level and full journey level classes in the professional engineering class series. Positions in this class differ from the entry level (Junior Engineer) in that they perform a wider range of moderately difficult tasks, are more familiar with City projects and regulations, and are required to possess an Engineer-In-Training certificate from the State. The Assistant differs from the Associate Civil Engineer in that the Associate performs the most difficult engineering tasks. The Associate regularly exercises indirect supervision over other professional engineers while the Assistant does so only occasionally. Also the Associate is a Registered Engineer while the Assistant is an Engineer-In-Training. Positions in this class generally are filled from the Junior level.

Associate Civil Engineer - This is the full journey level class in the professional engineering class series. Positions in this class perform the more difficult professional engineering work and are distinguished from the Assistant Engineer in that they are Registered Civil Engineers, performing functions requiring registration and act in the absence of the Senior Civil Engineer. Positions in this class normally are filled from the Assistant level.

SUPERVISION RECEIVED AND EXERCISED

Junior Engineer- Receives specific direction from higher level professional engineers. Occasionally exercises indirect supervision of a technical nature over sub-professional engineering positions.

Assistant Engineer and Associate Civil Engineer - Receives general direction from higher level professional engineering positions. Exercises indirect supervision of a functional nature over lower level Civil Engineers and over sub-professional engineering positions, usually as a public works project manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Designs and prepares plans, specifications and cost estimates for public works projects including water, wastewater, street, storm drain, and related projects; researches project design and requirements; performs complex calculations and prepares estimates of time and material cost;
- Reviews and checks final maps, parcel maps, and subdivision improvement plans for accuracy and conformance with City codes, ordinances and departmental requirements;
- Writes and checks legal descriptions of parcels of land;
- Conducts specialized studies involving selection and use of materials and equipment, design techniques and economic comparison of alternatives, i.e., water well construction and rehabilitation, sewer pipe materials, etc;
- Serves as field inspector and field engineer on public works projects;
- Assigns routine investigation, design and drafting tasks to technical sub-ordinates; reviews completed work; assists in the solution of difficult problems;
- Analyze and interpret Federal and State regulations pertaining to engineering projects;
- Prepares applications for State and Federal grants; administers grant projects;
- Meets contractors, private engineers, members of the public, other City departments and agencies to discuss engineering problems and answer questions related to public works projects, City codes, ordinances, and policies;
- Prepare and evaluate contracts and agreements;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Junior Engineer

- Principles and practices of engineering as applied to public works, utilities, and building construction projects;
- Methods, materials, and techniques used in the construction of public works and utilities projects;
- Modern developments, current literature and sources of information regarding engineering.

Assistant Engineer

In addition to the above requirements:

- City engineering policies and procedures.

Associate Civil Engineer

In addition to the above requirements:

- Principles of supervision and training.

Ability to:

Junior Engineer

- Prepare engineering designs, plans and studies, perform computations;
- Use and operate personal computer, related software and peripheral equipment;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

Assistant Engineer

In addition to the above requirements:

- Prepare moderately complex engineering designs and perform computations under general supervision;
- Communicate clearly and concisely, orally and in writing.

Associate Civil Engineer

In addition to the above requirements:

- Performs complex professional engineering work with a minimum of supervision;
- Manage engineering projects from inception to completion;
- Perform field inspection of public works projects; review plans and maps submitted for compliance with all pertinent guidelines;
- Prepare agreements and other documents pertaining to residential, commercial and industrial projects.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in Civil Engineering from an accredited college or university.

Experience:

Junior Engineer

- No related work experience.

Assistant Engineer

- Two years experience as a professional engineer.

Associate Civil Engineer

- Three years experience as a professional engineer, including two years experience with the City of Lodi.

LICENSES AND CERTIFICATES

Junior Engineer

- Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.

Assistant Engineer

In addition to the above requirements:

- Possession of an Engineer-In-Training certificate issued by the California Board for Professional Engineers and Land Surveyors.

Associate Civil Engineer

In addition to the above requirements:

- Possession of a Certificate of Registration as a Civil Engineer issued by the California State Board for Professional Engineers and Land Surveyors.

JUNIOR PLANNER
ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

Performs professional work in the field of current planning, advanced planning, environmental analysis, and economic development. Maintains the City General Plan, assists in the administration of the City zoning ordinance, and performs project work as required. This is a flexibly staffed class series in that the Junior level is expected to progress to the Assistant level with training and satisfactory performance. Similarly, the Assistant is expected to progress to the Associate level.

DISTINGUISHING CHARACTERISTICS

Junior Planner – This is the entry level class in the professional planning class series. Positions in this class are distinguished from the Assistant Planner level in that they perform a narrower range of duties, usually those of a technically less complex nature. Also, the Junior Planner works under a greater degree of direct supervision from higher level planning positions than does the Assistant Planner.

Assistant Planner – This class is at a level between entry level Junior Planner and full journey level Associate Planner classes in the planning class series. Positions in this class are distinguished from the Junior Planner in that they have more working experience, are able to perform a broader range of tasks, are able to perform more technically complex tasks, and work with less direct supervision. This Assistant Planner is distinguished from the Associate Planner in having less work experience and not yet being able to perform the full range of technically complex tasks required of the Associate.

Associate Planner – This is the full journey level class in the planning class series. Positions in this class have the knowledge and ability to perform a variety of professional planning duties for the City of Lodi. Incumbents work more independently than positions in lower level planning classes, perform tasks of greater complexity, and are expected to interact effectively with the public and interest groups in community development.

SUPERVISION EXERCISED AND RECEIVED

Junior Planner - Receives direction usually from the Community Development Director or Associate Planners.

Assistant and Associate Planner - Receives direction from the Community Development Director. Exercises technical or functional supervision over lower level planning class positions.

EXAMPLES OF DUTIES

Current Planning

- Provides assistance to the public in matters of zoning and planning;
- Works with developers, builders, and contractors in reviewing development plans for conformance to City ordinances and planning guidelines;
- Prepares and reviews environmental documents for the City, including the preparation of Environmental Impact Reports;
- Serves as secretary and staff for the Site Plan and Architectural Review Committee. Prepares agendas, minutes, and staff reports;
- Processes annexations;
- Serves as secretary to Site Plan and Architectural Review Committee; makes presentations to the Planning Commission and City Council;
- Presents reports on economic and land use data;
- Responds to questions from the public regarding zoning and land use, parking requirements, General Plan designation, growth management, downtown revitalization, flood zone parameters;
- Performs related duties as required.

Advanced Planning

- Researches, analyzes, and interprets social, economic, population, and land use data and trends; prepares and revises elements of the Lodi General Plan and submits for approval;
- Prepares special reports on such topics as vacant land inventory, development informational resources, major retail centers, land use, and economic data. Makes presentations to the Planning Commission and City Council;
- Responds to questions from the public regarding zoning and land use, parking requirements, General Plan designation, growth management, downtown revitalization, flood zone parameters and statistical data;
- Coordinates the Abandoned Vehicle Program;
- Identifies and proposes revision to the Lodi Zoning ordinance;
- May serve as Acting Director of Community Development in Director's absence;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Junior Planner

Knowledge of:

- Principles of municipal planning;
- Fundamental legal guidelines for the municipal function;
- Principles of basic research methods and statistical analysis;
- Current literature and information resources;
- Use and operation of personal computers, software and peripheral equipment.

Ability to:

- Learn laws underlying general plans, zoning ordinances, and land divisions;
- Perform basic statistical analysis and prepare written reports;
- Communicate clearly, orally and in writing;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in City or Regional Planning or a related field.

Experience:

- No related working experience.

Assistant Planner

In addition to the requirements for the Junior Planner:

Knowledge of:

- Principles and practices of municipal planning;
- Legal guidelines for planning, zoning, and subdivisions, including the City of Lodi zoning ordinance.
- Principles and practices of basic research methods and statistical analysis.

Ability to:

- Review building and architectural plans;
- Interpret and analyze federal, state, and local laws related to planning;
- Work effectively with architects, engineers, contractors and the general public;
- Analyze and interpret statistical data and written reports;
- Perform drafting and mapping.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in City or Regional Planning or a related field.

Experience:

- One year experience in a position similar to that of a Junior Planner in the City of Lodi.

Associate Planner

In addition to the requirements for the Junior Planner:

Knowledge of:

- Specific rules and regulations for City of Lodi Planning;
- Grants and grant writing for Federal, State and other programs.

Ability to:

- Organize and oversee the work of others.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in City or Regional Planning or related field.

Experience:

- Three years experience in a position similar to that of a Junior Planner or Assistant Planner in the City of Lodi.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

LIBRARIAN I/II

DEFINITION

Performs professional level librarian work for the Lodi Public Library; provides Reference services as assigned, supervises or assists in overseeing activities in the assigned service unit of the Library. This is a flexibly staffed class series in that the Librarian I may be expected to progress to the II level with training, experience, and satisfactory performance.

DISTINGUISHING CHARACTERISTICS

Librarian I – This is the entry level for the professional librarian class series. Positions in this class are distinguished from the Librarian II class by the extent of working experience and knowledge of technical procedures. Also, this class is not expected to exercise direct supervision over subordinate classes.

Librarian II – This is the full journey level in the professional librarian class series. Positions in this class perform a variety of duties requiring extensive knowledge of library science and the policies and procedures of the Lodi Public Library. This class is distinguished from the Librarian I class by the extent of experience and technical knowledge. It is distinguished from higher level classes in that it is not expected to manage a major section of the library (Adult or Children's sections) and exercises technical or functional supervision rather than direct supervision over subordinate positions. Positions in this class normally are filled from the I level.

SUPERVISION EXERCISED AND RECEIVED

Librarian I

- Receives direction from higher level positions;
- Exercises technical supervision over sub-professional library positions.

Librarian II

- Receives general direction from the Supervising Librarian;
- Exercises technical and functional supervision over subordinate positions;
- Exercises direct supervision over part-time and temporary personnel;

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Provides reader and reference advisory service, answers reference questions using a variety of print and electronic formats;
- Assists the public in use of the library; helps locate information in a variety of print and electronic formats; assists in use of online catalog;
- Plans, coordinates and publicizes library programs for assigned service unit;
- Develops programs for community outreach;
- Processes interlibrary loan requests;
- Evaluates hardback and paperback donations for inclusion in the library collection;
- Responsible for collection development in assigned subject or service areas; selects and orders new materials, books and periodicals; evaluates hardback and paperback donations for inclusion in the library collection;
- Reviews new books in the library's collection; checks initial processing accuracy for assigned collection areas.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Librarian I

Knowledge of:

- Principles, practices and standards of professional library science including reference services, professional technical services, collection development, circulation practices, theory and application of library automation, and technological applications in libraries;
- Books, authors, bibliographies and reference materials.

Ability to:

- Respond to reference questions;
- Perform technical procedures accurately;
- Select library materials to meet community needs;
- Communicate effectively, orally and in writing;
- Interact with the public effectively and courteously.
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Masters of Library Science degree.

Experience:

- No experience as a professional librarian.

Librarian II

In addition to the requirements of the Librarian I:

Knowledge of:

- Principles and practices of library organization, operations, and procedures;
- Principles and practices of supervision.

Ability to:

- Supervise the work of others.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Masters of Library Science Degree.

Experience:

- Two years experience as a professional librarian.

LICENSES AND CERTIFICATES

- None

PARKING ENFORCEMENT ASSISTANT

DEFINITION

Under general direction, patrols the City to enforce parking and vehicle ordinances; issues parking citations; reports and responds to traffic and emergency situations; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position is responsible for patrolling the City and enforcing parking and vehicle ordinances. Additional functions include operating a PBX switchboard on a relief basis as needed and other office duties.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Finance Director.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

- Patrols assigned area, operating a motorized scooter, chalking and issuing overtime parking citations;
- Patrols permit areas and issues citations for vehicles parked illegally;
- Patrols major shopping areas for handicap and fire lane violations;
- Assists Finance Department with sorting mail, providing telephone relief, and other office duties;
- Uses radio to contact police dispatcher to verify auto registration, arrange for towing and call for emergency assistance;
- Maintains records related to work performed;
- Testifies in court cases related to parking violations and citations as required;
- Responds to questions from the public on parking laws, ordinances, and City operations and functions;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- City streets and geography;
- Basic Mathematics;
- Safe work methods and safety regulations pertaining to the work, including safe driving habits;
- Basic recordkeeping principles and practices;

Ability to:

- Understand and follow written and oral instructions;
- Read and apply parking codes and ordinances;
- Prepare and maintain organized and accurate records;
- Use sound independent judgment within established guidelines;
- Operate a two-way radio;
- Operate a manual transmission vehicle;
- Type at a speed necessary for adequate job performance;
- Deal tactfully and effectively with those encountered in the course of work, including hostile and irate citizens;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

One year of experience in a position involving public contact or independence in performance of duties.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

PARKS PROGRAM SPECIALIST

DEFINITION

Under direction, develops, plans, organizes and administers various programs and activities in the Parks and Recreation Department. Coordinates the activities in the Parks Division (in particular at Lodi Lake Park), with the activities of members of the community and various community groups, to implement programs designed to meet recreational needs; and performs related duties as required.

SUPERVISION EXERCISED AND RECEIVED

Receives supervision from Parks Superintendent. May supervise various part-time and volunteer staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Administer local school interpretive program in Nature Area through trained volunteer docents;
- Coordinates, schedules, directs and monitors the work of designated volunteers and staff;
- Conducts and/or assists in the training of volunteers and subordinate staff;
- Performs administrative tasks such as purchasing materials, record keeping, preparing correspondence, and assisting in budget preparation;
- Coordinates, designs, and prepares exhibits and displays;
- Participates in seeking sources of grant revenue and grant writing;
- Coordinates and assists in the implementation of special events;
- Coordinates, oversees and participates in revenue collection and fund raising activities;
- Coordinates Parks and Recreation activities with appropriate City departments;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of natural resource conservation and interpretation;
- Park systems, operations, and recreation areas;
- Principles and practices of program planning and implementation;
- Grant writing processes, revenue collection techniques and budgeting;
- Nature areas and centers;
- Basic principles and practices of supervision;

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- Methods used in preparing displays and exhibits;
 - Basic personal computer software applications and the operation of peripheral equipment.

Ability to:

- Effectively communicate both verbally and in writing;
- Plan, organize, assess and monitor the activities of personnel, members of the public and community groups, and related departmental operations;
- Work creatively and independently within established guidelines and directives;
- Operate personal computers and peripheral equipment, and standard office equipment;
- Accumulate and analyze data, and compile reports for budgeting and program productivity;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to possession of an Associate of Arts degree from an accredited college with an emphasis in park operations, public recreation, natural sciences or a related field.

Experience:

- One year of responsible experience in park operations, public recreation, parks and recreation administration, or a closely related field.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

PARKS PROJECT COORDINATOR

DEFINITION:

Under general supervision, researches, analyzes, develops and presents a variety of data pertaining to park and recreational facility planning, maintenance and construction; provides assistance in the development and implementation of park projects to City staff, official bodies, contractors, consultants, outside agencies, community service organizations and the general public.

SUPERVISION EXERCISED AND RECEIVED:

Receives general supervision from the Parks Superintendent.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Prepares and develops general and detailed land use and development plans for parks and recreation facilities;
- Prepares construction drawings, specifications and cost estimates for construction projects;
- Oversees projects while under construction;
- Reviews, checks and evaluates plans, drawings, studies and reports prepared by outside consultants and other agencies;
- Serves as a Department representative; interprets and explains existing and proposed development activities before public groups and official bodies; acts as an advisor to special interest and community groups as related to park design programs; assists in the determination of park and recreation needs;
- Participates in the selection process for consultants; prepares performance specifications and estimates budgets;
- Assembles a variety of information and data for staff reports and studies;
- Assists in the review and coordination of consultants and contractors engaged in the preparation of site and facilities plans and construction; determines field adjustments; recommends substitutions and change orders; reviews progress payments;
- Facilitates public park planning and pre-construction meetings;
- Acts as project coordinator for department and service club projects;
- Develops and maintains all department construction files;
- Maintains Parks and Recreation Capital Improvement Project budget and files;
- Works with other City departments in the planning, design, and construction of park grounds and facilities;
- Researches and prepares state and federal grant applications; administers approved grants; prepares related summary and statistical reports;

- Prepares requests for proposals; develops plans and specifications for bid documents; prepares information for Council on requests for bids, award of bids and final acceptance;
- Ensures all facilities, grounds, and projects are in compliance with relevant codes, standards, plans, specifications, contracts and City, State and Federal regulations;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Current issues and sources of information related to park development, park community needs, and land use;
- Principles, practices and techniques of grant application preparation and contract administration;
- Park and facility construction principles, practices, methodology and materials;
- Budgeting procedures and techniques;
- Park maintenance and operations;
- Basic irrigation practices;
- Federal, State, County and City ordinances, legislation and regulations which impact park planning and construction;
- Construction codes and ordinances;
- Principles of construction contract negotiation and administration;
- Computer word processing and drafting software;
- Drafting methods, techniques and equipment including computer aided drafting.

Ability to:

- Operate a variety of standard and specialized office equipment and tools such as a personal computer, blueprint machine, calculator, and drafting instruments;
- Prepare effective grant proposals and administer grant awards;
- Administer a variety of construction contracts ensuring project compliance with applicable plans, specifications and regulations;
- Analyze and compile technical and statistical information and prepare reports;
- Work independently;
- Communicate clearly and concisely, both orally and in writing;
- Make effective presentations and conduct meetings with the public, City officials, and community service organizations;
- Read, calculate and apply a variety of mathematical formulas;
- Interpret and apply a variety of codes, ordinances, regulations and standards;
- Prepare construction estimates, contract specifications, and various related documents and reports;
- Utilize and interpret technical terminology for communication with professionals in the engineering, construction, planning and landscape architectural fields;
- Prepare neat and accurate construction plans, drawings and diagrams;

- Interpret engineering maps, plans, construction standards and legal descriptions;
- Establish and maintain effective and cooperative relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school supplemented by courses in drafting, construction technology, park planning and design, horticulture, or a related field.

Experience:

Two years of subprofessional engineering office or field work; two years of responsible experience in park planning, design or construction.

LICENSES AND CERTIFICATES

Possession of valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

POLICE RECORDS CLERK I/II

DEFINITION

Provides information and assistance to the public in person and by telephone. Maintains police department records Processes a variety of records and reports. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Police Records Clerk I is the entry level of the Police Records Clerk series. Incumbents learn and perform a variety of duties related to gathering, processing, maintaining and retrieving police records and information, and assisting the public. This class is flexibly-staffed with Police Records Clerk II; incumbents are expected to advance to the higher level after successful performance at the I level, and demonstrating proficiency for performing at the higher level.

Police Records Clerk II is the full working level of the series, competent to perform the full scope of duties required.

SUPERVISION EXERCISED AND RECEIVED

Police Records Clerks I work initially under close supervision. As experience and proficiency are gained, there is greater independence of action within established guidelines. Police Records Clerks II work under general supervision.

These classifications do not exercise supervisory authority over other full time permanent employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Operates a multi-line telephone system to respond to non-emergency requests for information or assistance, and refers calls to appropriate locations;
- Assists the public at the counter by providing information, explaining procedures and forms, and handling a variety of other requests;
- Determines whether requesting parties are entitled per laws and regulations to information requested, and blocks out confidential information;
- Photocopies and releases reports in accordance with regulations;
- Determines eligibility for vehicle releases and collects payment;
- Responds to requests from other criminal justice agencies for information;
- Maintains and codes records of contacts, requests for police services, and related information;

- Enters data, reviews, verifies, prepares and processes a variety of forms, reports and correspondence including warrants, traffic citations, and bicycle licenses; and prepares standardized letters of facts or transmittal;
- Enters, queries, and retrieves information from Federal, State and local computer, and related systems;
- Files a wide variety of materials and researches files and records;
- Purges and seals various records and reports in accordance with regulations;
- Codes, categorizes and tabulates records and reports;
- Collects fees; posts, balances and may distribute monies received;
- Operates and performs operator maintenance on a variety of standard and specialized office equipment;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Police Records Clerk I:

- Basic office practices and procedures, including the operation of standard office equipment;
- Alphabetical, numerical, and topical filing systems;
- Correct English usage, including spelling, grammar, and punctuation;
- Basic arithmetic.

Police Records II: - In addition to the requirements of I:

- Laws and regulations governing the release of police department reports and information;
- Functions and operation of the various computer, and related police information systems and equipment;
- Policies and procedures for departmental operations.

Ability to:

Police Records Clerk I:

- Deal tactfully and effectively with public suspects and prisoners including hostile and irate individuals;
- Understand and carry out oral and written instructions;
- Maintain accurate records and files;
- Type at a speed necessary for adequate job performance;
- Make accurate arithmetical calculations;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

Police Records Clerk II – In addition to the requirements of the I:

- Apply applicable rules and regulations to request for confidential and public law enforcement related information;
- Prioritize work and coordinate several activities simultaneously;
- Operates standard and specialized office equipment including personal computer, related software and peripheral equipment;
- Organize and maintain files and records.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely produce the required knowledge and ability. A typical combination is:

Police Records Clerk I:

Education:

- Equivalent to completion of high school, including coursework in computer operation.

Experience:

- One year of general clerical experience which has included computer operation and public contact.

Police Records Clerk II:

Education:

- Completion of an accredited course in law enforcement records management.

Experience:

- One year of records processing and public contact experience in a law enforcement department at a level equivalent to the City's Police Records Clerk I.

OTHER REQUIREMENTS

- Must be able to pass a background investigation and meet City of Lodi Police Department requirements for security clearance;

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

POLICE RECORDS CLERK SUPERVISOR

DEFINITION

Under general direction, performs the most complex and responsible Police Records clerical duties. Provides training and supervises activities of assigned Records Clerks. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level of the Police Records Clerk series. This class is distinguished by the level of difficulty and complexity of work performed and supervisory responsibilities. Positions in this class require frequent use of a high degree of independent judgement in making decisions in accordance with established rules and procedures.

SUPERVISION EXERCISED AND RECEIVED

This position provides direct and indirect supervision over Record Clerks II/I. Reports directly to a Police Lieutenant and receives direction from the Police Captain responsible for the division.

EXAMPLES OF DUTIES

- Audits law enforcement-related data and statistical reports, verifies information against written reports, and makes corrections;
- Advises other staff within area of expertise on matters such as equipment and system operation, data coding, document processing, release of records, purges, and other activities;
- Researches data and records and prepares special reports, bulletins, and other information;
- Responds to inquiries regarding specialized areas of departmental operations, regulations, policies, and judicial procedures;
- Receives and handles Records complaints and recommends disciplinary action;
- Provides training to sworn and non-sworn staff on specialized procedures, required documents and computer operation;
- Assist in preparing the Records Unit operating budget;
- Enters data, codes and recodes crimes for reporting using national hierarchical coding system;
- Researches and adds missing data from crime reports when available;

EXAMPLES OF DUTIES (cont.)

- Types more complex or sensitive documents such as criminal investigation reports, search warrants, subpoenas, and related materials;
- Coordinates with other agencies on special activities such as extradition paperwork;
- Maintains specialized records, logs, and manuals;
- Composes correspondence regarding assigned area of activity;
- May provide secretarial services to a major division head;
- May function as acting supervisor of a clerical function in the absence of the regular supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

- Systems and procedures for processing, maintenance, retrieval and release of police records;
- Applicable laws, codes, regulations, and policies;
- Basic operating principles, equipment and systems used in automated law enforcement recordkeeping;
- Functions and authorities of the department and other criminal justice agencies;
- Office methods and procedures; filing and recordkeeping;
- Operation of personal computer, related software, peripheral equipment, and standard office equipment;
- English grammar, spelling and punctuation.

Ability to:

- Instruct and train others in procedures, operations, and document processing;
- Interpret and apply complex rules and regulations to requests for confidential and public law enforcement related information;
- Prioritize work and coordinate several activities simultaneously;
- Operate standard and specialized office equipment including computer terminals and teletypes;
- Organize and maintain complex files and records;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Type accurately at a speed necessary for adequate job performance;
- Assign, supervise, train and evaluate the work of subordinate personnel.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to education and experience that would likely produce the required knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school and an accredited course in law enforcement records management.

Experience:

- Two years of experience performing duties equivalent to Police Records Clerk II in the City of Lodi.

LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

PROGRAMMER/ANALYST I/II

DEFINITION

Under general supervision, initiates and maintains the programs and technical specifications necessary to operate data processing programs and equipment; performs related work as required to develop new information systems.

DISTINGUISHING CHARACTERISTICS

The data processing Programmer/Analyst II position is distinguished from the I level in that the II level has a greater understanding and knowledge of systems, software and hardware; with training and experience, work becomes more diversified and complex.

Programmer/Analyst I is flexibly staffed with Programmer/Analyst II, and incumbents are expected to progress to the higher level after successfully completing two years of experience as a Programmer/Analyst I.

SUPERVISION EXERCISED AND RECEIVED

Receives supervision from the Data Processing Manager and/or Senior Programmer/Analyst; may provide lead direction to the Computer Operator.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Designs, writes and documents computer programs based on system requirements, and in accordance with established standards and practices;
- Writes programs based on system requirements, program logic and processing steps, using RPG or other programming languages required for department systems; accurately documents all programs and keeps documentation filed and up-to-date;
- Keys specifications into equipment, and runs compilers and other programs or utility generators;
- Operates the software controlling configuration and connection of dumb terminals to a central computer and personal computers to a network and/or a central application processor;
- Draws flowcharts and form layouts to assist in communication and development of procedures;
- Meets with users as required to determine needs; assists in instructing the data processing operator or users in technical procedure or in the absence of the Senior Programmer/Analyst;
- Operates equipment in the absence of the computer Operator or as necessary to maintain computer service;
- Responsible for the integrity and back-up of server based software libraries containing, and files on both the server and the application processor;

- Completes on-going studies of software and hardware characteristics applicable to the City's work;
- Assists in the evaluation and implementation of software or hardware from outside vendors;
- Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of computer systems, procedures, analysis, design and programming; RPG-II, system support, and utilities necessary for the operation of the City's system;
- System analysis and development; records storage and handling techniques;
- Computer logic, use, capability and limitation;
- Network configuration and support; connectivity and usage in an environment including a Central Application Processor.

Ability to:

- Identify, evaluate and solve program problems in data processing;
- Draw flowcharts and forms layout;
- Write necessary programs and utility specifications;
- Operate data processing equipment;
- Communicate clearly, orally and in writing;
- Complete a project and exercise initiative with minimum supervision;
- Study manuals and assimilate new techniques readily;
- Be flexible and be able to adapt to ever changing requirements;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely produce the required knowledges and ability. A typical combination is:

Programmer/Analyst I

Education:

- Equivalent to completion of two years of college with major course work in computer science or a closely related field

Experience

- None required. Programming or closely related experience may be substituted for the education requirement on a year-for-year basis.

Programmer/Analyst II

Education

- Equivalent to completion of two years of college with major course work in computer science or a closely related field.

Experience

- Two years of journey level programming and systems experience for mainframe computer systems. Additional related experience may be substituted for the education on a year-for-year basis.

PUBLIC WORKS INSPECTOR I/II

DEFINITION

Inspects and monitors public works construction and maintenance projects for conformance with codes, standards, specifications, and regulations. Reviews plans, conducts tests, and conducts field inspections for a variety of projects, including subdivision improvements, encroachment projects, streets, water/wastewater, and storm water projects.

DISTINGUISHING CHARACTERISTICS

Public Works Inspector I – This is the entry level in the public works inspector class series. Positions in this class are expected to have prior experience in public works construction, engineering, surveying, or a related field, but are not expected to possess the full range of knowledge and abilities ultimately required of the journey level inspector. Level I positions work under closer supervision than level II positions and are not assigned more complex inspection jobs.

Public Works Inspector II – This is the full journey level in the series. Positions in this class are expected to possess knowledge and ability to inspect a variety of public works projects, including the most complex. Level II positions work under general direction or supervision.

SUPERVISION EXERCISED AND RECEIVED

Public Works Inspector I – Receives direction from the Senior Civil Engineer, beginning with specific direction and evolving toward general direction.

Public Works Inspector II – Receives general direction from the Senior Civil Engineer. May exercise technical or functional supervision over Public Works Inspector I or other subordinate positions.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Inspects a variety of public works construction and maintenance projects including subdivision improvements, street construction and paving contracts, ponding basins, storm drains, sanitary sewers, watermain, traffic signal systems, street light systems, electrical direct burial/vault/conduit, electrical sub-station site preparation, and construction of a wide variety of public improvements as well as demolition and removal of structures;
- Inspects encroachment permit work, such as curb gutter and sidewalk installation or replacement, and utility duct/vault/conduit/cable installation;

- Prepares and updates forms to ensure appropriate techniques are employed consistently on all inspection work;
- Reviews plans and specifications prior to construction; recommends revisions;
- Submits contract payments, security releases, contract change orders, and purchase order payments;
- Prepares and keeps up-to-date daily diary and job status reports;
- Selects and sends materials for independent lab testing; reviews test results;
- Performs relative compaction and impact tests;
- Complies contract changes on plans for as-built drawings;
- Confers with design engineers on plans and specifications; discusses plans and field work with engineering technicians and field crews;
- Confers with contractors, supervisors, foreman, workmen, and other members of the private sector;
- Obtains informal bids for miscellaneous supplies and issues purchase orders;
- Uses, repairs, evaluates, and calibrates the nuclear compaction gauge;
- Assists in collection of speed zone and other traffic data;
- Performs related work as required.

MINIMUM QUALIFICATIONS

Public Works Inspector I

Knowledge of:

- Materials, methods, equipment and techniques for construction of basic public works projects;
- Basic construction materials testing methods and procedures;
- Basic math;
- Surveying and use of survey equipment;
- Principles of construction administration.

Ability to:

- Learn the principles, practices, and techniques of advanced public works inspection;
- Read and interpret public works and architectural construction plans and specifications;
- Inspect basic public works and related construction projects to determine compliance with approved plans and specifications;
- Exercise judgment and tact in dealing with contractors to obtain conformance with plans and specifications;
- Interpret City/State laws, rules, and regulations;
- Maintain records and prepare accurate written reports;
- Establish and maintain cooperative working relationships with those contacted during the course of work;

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Three years experience in public works construction, engineering, surveying, or relate field.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

Public Works Inspector II

Knowledge of:

- Principles, practices, and techniques of advanced public works inspection;
- Detailed knowledge of soils lab testing and sampling, concrete/asphalt design and applications, masonry construction, well construction and welding;
- Specialized inspection duties such as traffic signals, lift stations, and federal public works projects inspection.

Ability to:

- Inspect a wide variety of public works projects;
- Learn and assume responsibility for specialized functions such as serving as Radiation Safety Officer.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

PURCHASING ASSISTANT

DEFINITION

To purchase routine office supplies; maintain the office supply stock and inventory; process and fill requisitions for office supplies; process invoices and maintain records; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This single position classification is distinguished from the higher level Buyer and related classes in that it is limited to purchasing of routine office supplies, and in that it also performs clerical duties in support of the department. It is distinguished from other clerical positions by responsibility for performance of limited routine professional buying duties.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Purchasing Officer or Buyer.

Responsibilities may include directing the work of clerical personnel assigned to the unit, particularly on a part-time or temporary basis.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Secures and compares information regarding price, quality, availability and related information for a wide variety of routine office supplies;
- Negotiates with vendors regarding terms, and orders and purchases supplies, business cards, printing, and related items;
- Reviews requisitions, determines needed items, and obtains from stock;
- Develops and maintains inventory and stocking systems for office supplies; determines appropriate reorder points and initiates reorders; performs annual office supply inventory;
- Codes and enters data, and maintains a variety of manual and computerized records and logs related to purchasing, stock movement, charges to departments, coding of items, and related;
- Picks up and delivers, or prepares items for delivery;
- Compares purchase orders to invoices and items received, follows-up discrepancies, notes partials, recommends payment, and forwards approved invoices to accounting;
- Computes quantities, discounts, taxes, totals and extensions;
- Discusses office supply and business card needs with requestors;
- Maintains a variety of purchasing and inventory related files and filing systems;

- Expedites and coordinates delivery schedules; may assist with receiving;
- Provides telephone and in person reception; processes departmental mail; and provides related clerical support for the department;
- May provide lead direction to clerical assistants;
- Operates personal computer, related software and peripheral equipment;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices of purchasing in the public sector;
- Basic accounting and recordkeeping procedures;
- Supplies commonly used in office applications;
- Applicable policies, procedures and codes;
- Modern office practices, including the operation of personal computer, related software and peripheral equipment.

Ability to:

- Secure and compare information regarding price, quality, quantity, and other aspects of office supply purchasing;
- Negotiate with vendors to obtain the most favorable terms and conditions;
- Perform arithmetical computations rapidly and accurately;
- Type at a speed necessary for adequate job performance.
- Establish and maintain cooperative and effective relationships with those contacted during the course of the work;
- Establish and maintain complex filing systems;
- Operate computerized purchasing and recordkeeping systems.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Two years of responsible clerical experience which has provided a basic knowledge of purchasing and inventory duties.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.

SENIOR ADMINISTRATIVE CLERK

DEFINITION

Performs a variety of complex and difficult clerical duties; exercises an advanced level of technical expertise and/or job knowledge relating to the clerical function.

DISTINGUISHING CHARACTERISTICS

This class is the advanced journey level of the Administrative Clerk series and is distinguished from Administrative Clerk by more complex and difficult duties performed. Specifically, positions in this class should have at least one of the following characteristics:

- Responsibility for management of the clerical support functions of an office.
- Knowledge of and ability to independently apply an advanced technical skill to an important departmental function while assuming complete responsibility for the function; review by superiors is only on the overall results.

SUPERVISION EXERCISED AND RECEIVED

Responsibilities may include the indirect supervision of part-time and/or lower clerical positions.

General supervision is provided by professional or management personnel, or a higher level clerical position. Functional or technical supervision may also be received from department staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Responds to complaints and requests for information on regulations, procedures, and policies relating to responsibilities assigned;
- Prepares correspondence, reports, forms and specialized documents, often of a confidential nature, related to the functions of the department assigned, from drafts, notes, dictated tapes, or brief instructions;
- Ensures that work in an office is handled on a priority basis and completed in a timely manner;
- May participate and assist in the administration of an office including routine personnel, payroll, purchasing, and budget duties;
- Acts as receptionist; screens calls and visitors, and refers inquiries as appropriate; responds to complaints and requests for information based upon departmental policies and procedures;
- Enters and retrieves data from computer systems; operates personal computer, related software and peripheral equipment;

- Operates computer systems, which may be used city-wide or specifically designed for use only in the department assigned, to generate reports and perform other automated processes; performs various file maintenance activities related to computer systems;
- Performs routine technical computer duties for assigned department including performing file back-ups, assigning passwords and security codes for individual desktops, training department staff standard software, moving and cleaning hardware; troubleshooting hardware and software for staff prior to contacting City IT staff;
- Performs general clerical duties including filing, checking and recording information on records, and processing routine requests for information;
- May provide indirect supervision to lower level clerical positions;
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Modern office methods, procedures and equipment, including personal computers and automated systems where applicable;
- Principles of supervision, training, and performance evaluation.

Ability to:

- Understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities;
- Communicate effectively, orally, and in writing;
- Where applicable, plan, organize, and manage a specific function within an assigned department;
- Work cooperatively with other departments, outside agencies, and the public; interpret and apply departmental policies, procedures, and rules;
- Type and/or transcribe from handwritten copy, dictaphone and/or shorthand notes at a speed necessary for adequate job performance;
- Use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;
- Compile and maintain complex and extensive records and files;
- Supervise and train subordinates as necessary;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of High School supplemented by specialized clerical and/or computer software courses.

Experience:

- One year of experience comparable to that of the Administrative Clerk class in the City of Lodi.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

SENIOR BUILDING INSPECTOR

(Plans Examiner)

DEFINITION:

Under general supervision, inspects residential, commercial, and industrial buildings; examines residential, major commercial and industrial development plans for compliance with applicable codes and regulations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced inspector class with added responsibility for plans examination on more complex projects including major commercial and industrial developments. This class is distinguished from Chief Building Inspector in that the latter has general administrative responsibility for the Building Inspection Division with the Senior Building Inspector/Plans Examiner having first-line responsibility for the plans examination function and supervisory tasks related to inspection.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Reviews and examines construction documents for residential, commercial and industrial buildings; may review other improvement and repair plans and specifications as required;
- Inspects residential, commercial, and industrial building projects at various stages for compliance with all pertinent codes, regulations and ordinances;
- Issues building permits, correction notices, and stop work orders;
- Confers with homeowners, builders, engineers and architects to provide information and interpret building codes and regulations; recommends changes to obtain compliance with applicable codes and regulations;
- Reviews corrected plans for conformity with requirements; calculates fees to be assessed for projects; submits documentation for collection;
- Maintains records of incoming plans and building permit applications and routes to appropriate divisions or departments; enters plan check data into computer data base;
- Makes on-site construction inspections to confirm construction complies with approved plans and specifications;
- Initiates appropriate action to enforce code compliance;
- Prepares correspondence to architects, engineers and contractors relating to correction of plans and engineering detail;
- Advises building inspectors on structural and other building-related problems; provides lead direction to building inspectors concerning plans examination activities
- Coordinates construction document processing with other City departments;

- Participates in setting work priorities, coordinating and scheduling personal assignments and those of building inspectors; may participate in staffing activities and decisions;
- Assumes duties of Chief Building Inspector during his or her absence;
- Performs other related duties as required.

Knowledge of:

- Techniques, materials and practices in the structural, plumbing, mechanical, and electrical construction fields;
- Residential, commercial, and industrial construction materials, methods and equipment;
- Applicable codes and ordinances governing housing, construction, rehabilitation, alteration, and occupancy of buildings;
- Appropriate health, safety, and fire resistive standards.

Ability to:

- Perform detailed analysis and examination of building and construction designs, specifications and plans;
- Apply basic engineering and architectural principles to the solution of residential, commercial and industrial construction problems;
- Analyze and evaluate complex building plans and specifications;
- Organize work, set priorities, and exercise sound, independent judgment within established guidelines;
- Deal tactfully and effectively with the public, City staff, other agencies, homeowners, builders, engineering firms, contractors, developers, and others;
- Prepare clear, concise and accurate reports, correspondence and other written materials;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education

- Equivalent to completion of two years of college or possession of an Associate of Arts degree in pre-engineering, construction technology or closely-related field;

Experience

- Three years of experience comparable to a Building Inspector II in the City of Lodi.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles;
- Possession of an International Conference of Building Officials (ICBO) Plans Examiner and Combination Building Inspector certificates.

SENIOR CUSTOMER SERVICE REPRESENTATIVE

DEFINITION

Performs a variety of advanced journey-level and leadworker-level customer service tasks related to resolving customer billing problems and complaints; establishing, disconnecting and reconnecting service; high/low bill investigation; and customer inquiry resolution.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level and leadworker class in the Customer Service Representative series. The Senior Customer Service Representative is distinguished from Customer Service Representative II in that this class performs the most complex customer service tasks and trains, mentors, assigns work to, and monitors the work of lower-level Customer Service Representatives.

SUPERVISION EXERCISED AND RECEIVED

Exercises lead direction over Customer Service Representatives. Receives general supervision from the Customer Service Supervisor or higher-level class.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Leads, trains, mentors, assigns work to, and monitors work of Customer Service Representatives;
- Resolves the most complex customer service and complaints;
- Processes utility billings: inputs information into customer programs which produce a variety of service orders directed to field services personnel; edits bill batches for exceptions, compares accounts to rate schedule standards, researches account historical data to determine correctness, and approves bill batches for billing according to assigned rate schedules;
- Receives utility bill payments over a public counter or through the mail; processes, balances, audits and prepares bank deposit;
- Receives revenue for licenses, permits, recreation fees and other City revenue accounts;
- Answers the telephone and responds to questions on utility billings, business and pet licenses and other City financial transactions;
- Designs and prepares departmental forms and operational manuals; prepares correspondence on procedural or informational matters;
- Participates in the development and implementation of department programs, systems, procedures and methods of operations, including computer-based systems.

- Creates, maintains and monitors computerized files, databases and directories; conducts record searches and prepares statistical work sheets and other required documents; audits documents, verifies accuracy and ensures compliance with applicable regulations;
- Acts as a liaison to Field personnel to initiate or resolve issues relating to high or low bill investigations, meter reliability, disconnects and reconnects;
- Operates a personal computer to access customer account data from multiple computer systems; interprets and explains charges, policies, procedures, special programs and rates; initiates appropriate transactions to satisfy customer requests and internal accounting procedures;
- Resolves the most complex problems involving customers' statements, fees, payments and other service-related problems;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Customer service techniques;
- Utility rate structures and schedules;
- Department policies and procedures pertaining to utility billing and collection;
- Customer information systems.

Ability to:

- Perform routine mathematical computations;
- Perform clerical procedures in an organized and accurate manner;
- Operate a typewriter, calculator and other common office machines;
- Operate a computer terminal using various financial applications;
- Understand and carry out oral and written instructions;
- Interact with the public effectively and courteously;
- Communicate clearly and concisely;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work;
- Explain policies and utility rates to customers;
- Use a personal computer and job-related software applications;
- Learn and apply approved general ledger chart of accounts.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school.

Experience:

- Three years of experience performing a variety of customer service tasks related to utility billing, service disconnects and reconnects, high/low bill investigation, customer inquiry resolution, and collecting, recording and balancing cash OR two years as a Customer Service Representative II with the City of Lodi.

SENIOR ENGINEERING TECHNICIAN

DEFINITION

Under general supervision, performs advanced technical, sub-professional office and field work involving design, surveying, computers, development services; traffic or other technical engineering services; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory, lead or specialist level in the sub-professional, engineering class series. Positions in this class are distinguished from the Engineering Technician II class in that they perform the most difficult and complex engineering support work and may provide lead direction and training to other engineering staff.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from professional level engineers. May provide supervisory or lead direction over engineering technicians and others as assigned.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following; depending on engineering assignment:

- Performs complex drafting and mapping assignments using computer-aided methods; prepares layouts, plans specifications and other designs for various public works projects from engineer's instructions and notes;
- Checks parcel, subdivision maps, street improvement, signing/stripping, and traffic control plans and procedures; determines and lays out controls for aerial photogrammetry;
- Reduces survey field notes, prepares quantity take-offs, calculates material quantities; maintains and updates accurate records, survey data and progress reports;
- Performs topographic surveying, using electronic equipment, setting lines, grades and taking measurements;
- Performs construction staking based on plans and technical directions of project engineer;
- May plan, monitor, evaluate work and train subordinate technicians, depending on assignment;
- Conducts specialized studies; provides technical support to traffic engineer by assessing speed limits, traffic counts, vehicular and pedestrian volumes, parking data and traffic controls;
- Analyzes traffic and accident data and assists the traffic engineer in determining improvements;

- Prepares layouts, drawings, written reports, memoranda and letters for presentation to City Council;
- Researches and checks property descriptions, annexation descriptions, and prepares legal descriptions for easements and rights of way; processes easements and street rights-of-way dedications and abandonment.
- Answers questions and responds to requests for technical information from contractors, private engineers, private citizens, other City departments, and other government agencies on public works projects, City codes, ordinances, and policies;
- Supervises preparation of street utility inventory records and maintains street utility system maps;
- Prepares and issues encroachment and transportation permits;
- Prepares or assists in the preparation of State and Federal grants;
- Provides lead direction in the operation of computer for engineering recordkeeping, graphics, surveying and other engineering applications; develops engineering applications for computerized recordkeeping using various mapping data base software;
- Inspects minor public works construction projects;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, practices and terminology of varied engineering technical support work including drafting, mapping, traffic control, field inspection and field survey;
- Public works projects such as street reconstruction, subdivision improvements, and water and wastewater systems;
- Common public works construction methods and materials, and inspection;
- Principles of algebra, geometry and trigonometry;
- Computer systems and software including Computer Aided Drafting, Mapping and record keeping systems.
- Standard office practices and procedures;
- Data collection and analyses methods.

Ability to:

- Plan, assign, review and train others in work procedures;
- Use and operate networked personal computer, related software and peripheral equipment;
- Prepare skilled layouts, maps and graphic materials;
- Analyze technical engineering and statistical information, evaluate alternatives and make sound recommendations;
- Maintain records and prepare clear and concise reports and correspondence;
- Make accurate field inspections;

- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely produce the required knowledge and ability. A typical combination is:

Education:

- Equivalent to completion high school supplemented by courses in drafting, surveying, and computer science.

Experience:

- Three years of sub-professional engineering office or field work, including design, survey, traffic or inspection, which includes some experience in a lead worker capacity.
- College level courses in Civil Engineering, hydraulics, statistics, surveying or graphics can be substituted on a year for year basis for up to two years of experience.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

SENIOR LIBRARY ASSISTANT

DEFINITION

Provides a variety of support functions to various library units and offices, this includes public contact, providing information, typing, word processing, record keeping, establishing and maintaining file systems, and performing specialized processing related to library materials and services. This position exercises an advanced level of technical expertise and/or job knowledge relative to the library support function.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Library Assistant by the more complex and difficult duties performed. Positions in this class possess at least one of the following characteristics:

- Responsibility for the coordination of the library support functions of a library service unit.
- Knowledge of and ability to independently apply advanced technical skill to an important departmental function while assuming complete responsibility for that function.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Supervising Librarian. Functional or technical supervision may also be received from department staff. The Senior Library Assistant provides lead direction and training for lower library and/or part-time staff positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Provides lead direction to a library service unit to ensure work is prioritized and completed in a timely manner;
- Participates and assists in the administration of department functions such as, scheduling times when staff work at front desk, reviewing part-time time cards, preparing time reports, budget preparation, and purchasing books and materials;
- Gathers information from individuals or reference sources to process library card and other applications, various forms, and records;
- Responds to requests for information and complaints on regulations and policies;
- Assists in development of training materials and provides training for library unit staff;
- Evaluates effectiveness of training materials and training procedures;
- Assists in the development of new procedures for the service unit;
- Performs routine technical computer duties for assigned department including performing file back-ups, assigning passwords and security codes for individual desk-tops, training staff standard software, moving and cleaning hardware; troubleshooting hardware and software for staff prior to contacting City IT staff.

- Enters and retrieves data from on-line or stand-alone computer systems, following established formats;
- Operates computer systems to generate reports and perform other automated processes;
- Types and/or transcribes correspondence, reports, forms and specialized documents related to the library and its functions from drafts, notes, or brief instructions;
- Performs various file maintenance activities;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation;
- Library functions, modern office methods, procedures and equipment, including personal computers and standard software applications;
- Principles of supervision, training and performance evaluation.

Ability to:

- Understand the Library's organization and operations as well as the operations of the City and outside agencies as they relate to functions of the City of Lodi Library;
- Communicate effectively, orally and in writing;
- Plan, organize, and manage specific functions within an assigned unit;
- Interpret and apply departmental policies, procedures, and rules;
- Type and/or transcribe from handwritten copy;
- Use and operate personal computer, related software and peripheral equipment;
- Compile and maintain complex and extensive records and files;
- Supervise and train subordinates;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Two years of experience comparable to that of the Library Assistant in the City of Lodi.

SENIOR POLICE RECORDS CLERK

DEFINITION

Performs the most complex and responsible police records clerical duties; Provides training and lead direction to others. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey/lead worker level of the Police Records Clerk series. Assignments at this level are characterized by in-depth technical knowledge requirements and/or responsibility for providing direction to others.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by professional or supervisory staff including direction from sworn supervisory personnel.

Responsibilities may include providing lead direction to Police Records Clerks, and/or providing back up for higher level supervisors during their absence.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Audits law enforcement-related data and statistical reports, verifies information against written reports, and makes corrections;
- Advises other staff on matters within area of expertise such as equipment and system operation, data coding, document processing, release of records, purges, and other activities;
- Researches records and prepares special reports, bulletins, and other information;
- Responds to inquiries and assists the public with research regarding specialized areas of departmental operations, regulations, policies, and judicial procedures;
- Issues permits for massage therapists, solicitors, and concealed weapons under Chief's directions;
- Provides training to sworn and non-sworn staff on specialized procedures; required documents; and computer operation;
- Enters data, codes crimes, and records crimes for reporting using national hierarchical coding system;
- Researches and adds missing data from crime reports when available;
- Prepares more complex or sensitive documents such as criminal investigation reports, search warrants, subpoenas, and related documents;
- Coordinates special activities with other agencies such as extradition paperwork;
- Maintains specialized records, logs, and manuals;

- Schedules POST training and makes travel arrangements;
- Attends meetings to take and transcribe minutes;
- Composes correspondence regarding assigned area of activity; . .
- May provide secretarial services to a major division head;
- May function as acting supervisor of a clerical function in the absence of the regular supervisor;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Systems and procedures for processing, maintenance, retrieval and release of police records;
- Applicable laws, codes, regulations, and policies;
- Basic operating principles, equipment and systems used in automated law enforcement recordkeeping;
- Functions and authorities of the department and other criminal justice agencies;
- Office methods and procedures, use and operation of personal computer, related software and other standard office equipment, filing, and recordkeeping;
- English grammar, spelling and punctuation.

Ability to:

- Train others in procedures, operations, and document processing;
- Interpret and apply complex rules and regulations to requests for confidential and public law enforcement related information;
- Prioritize work and coordinate several activities simultaneously;
- Organize and maintain complex files and records;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Type at a speed necessary for adequate job performance.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school and an accredited course in law enforcement records management.

Experience:

- Two years of responsible law enforcement records experience at a level equivalent to the City's Police Records Clerk II.

OTHER REQUIREMENTS

- Must be able to pass a background investigation and meet City of Lodi Police Department requirements for security clearance; specified positions must be willing to be subject to off-hours call in.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

SENIOR STOREKEEPER

DEFINITION

Under general supervision, coordinates and supervises operation of a central warehouse, which includes inventories of electric, water and sewer utilities and central stores for City departments; performs routine buying for selected divisions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class of Senior Storekeeper is distinguished from that of Buyer in that the primary duties of this position are to supervise the day-to-day storekeeping activities; the Buyer is responsible for a wide range of purchasing functions, and acts as Purchasing Office in his/her absence.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Purchasing Officer; confers with Purchasing Officer on pre-established buying activities. Exercises direct supervision over subordinate position(s) in the warehouse.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Supervises and coordinates the receiving, storing and issuing activities of the central stores facility.
- Maintains stock within pre-established stock levels; recommends changes in order schedules and order quantities; initiates replacement requests when supplies reach order point.
- Reviews bids and selects low bidder in accordance with prescribed procedures.
- Performs routine buying of supplies and equipment for electric utility and other utilities.
- Makes daily entries of goods received, records issuance of outgoing stock and provides accounting division with summaries of materials issued.
- Fills orders and reviews requisitions submitted to stores by user department.
- Schedules, performs and supervises the delivery and pickup of materials, supplies and equipment at storage locations and job sites; operates forklift and crane during the course of work.
- Performs and supervises the daily, monthly and annual physical inventories; assists in investigating and reconciling discrepancies.

- Confers with supervisors concerning requests received for items not stocked; may recommend substitutes and takes appropriate action to supply requirements; designs and install stock control and inventory records.
- Responsible for carrying out an established safety program.
- Assigns work to subordinate employees at stores; assists Buyer when needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Storekeeping methods and procedures;
- Clerical process involved in the receipt, storage and issuance of a variety of goods;
- Inventory controls and minimum record systems;
- Common hand tools and equipment;
- Sale of scrap material and surplus property;
- Issuing procedures for power tools, traffic counters, water pumps and other equipment.

Ability to:

- Organize and maintain a storeroom activity;
- Estimate future supply requirements;
- Cooperate with others in predicting needs;
- Plan, layout and supervise the work of employees performing routine storage work;
- Prepare and maintain records and reports;
- Operate material-handling equipment;
- Perform physical work requiring strength and agility to lift and move heavy objects;
- Make arithmetical calculations and extensions;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and abilities. A typical combination is:

Education:

- Equivalent to the completion of high school, supplemented by college level courses in Business Administration or related field.

Experience:

- Two years of experience in procuring, receiving, storing and issuing a variety of stores items, stock recordkeeping and inventory control.

LICENSES AND CERTIFICATIES

- Possession of -a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

STOREKEEPER

DEFINITION

Receives, stores and issues supplies, equipment and tools. Maintains adequate stock levels and inventory records. Assists in the operation of a large diversified central warehouse system which includes inventories of electric, water and sewer utilities and central stores for all City Departments.

DISTINGUISHING CHARACTERISTICS

This class differs from other clerical classes in that it involves responsibility for physical handling, counting of materials, supplies, equipment and tools as well as clerical work involved in maintaining control records.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Senior Storekeeper or Purchasing Officer.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Receives, checks, stores and issues supplies, equipment and tools;
- Checks shipping invoices against purchase orders for quantity, quality, price and extension;
- Inspects deliveries for damaged goods or discrepancies in amount, size, type and terms of order;
- Receives authorized requests for supplies and equipment; issues amount and kind authorized;
- Maintains inventory control records;
- Assists in periodic inventories;
- Cleans and maintains assigned work area;
- Operates light equipment to pick up and deliver stock, mail and other items;
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Storekeeping and inventory methods and procedures;
- Nomenclature, grade and classification of a variety of supplies, materials and tools;
- Operation and maintenance of stockroom equipment.

Ability to:

- Maintain records and perform arithmetical calculations;
- Apply department policies and procedures;
- Perform heavy physical work in lifting and moving stock;
- Operate forklift and light equipment;
- Sort and store objects of medium weight and varying sizes and description;
- Compare names and numbers accurately;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- One year of experience in storekeeping and inventory work.

LICENSES AND CERTIFICATIES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

SUPPORT SERVICES SUPERVISOR

DEFINITION

Plans, organizes, directs and reviews the work of Support Services Operations including parking enforcement and mail services; coordinates customer service duties between Field Services and Utility Billing.

DISTINGUISHING CHARACTERISTICS

This supervisory position has responsibility for parking enforcement, mail services and customer relations in the Finance Department.

SUPERVISION EXERCISED AND RECEIVED

Receives direction from the Finance Director.

Exercises general supervision over support Services personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Plans, organizes, directs and reviews the work of Parking Enforcement Assistants and mail service personnel;
- Assist in the preparation of budgets for Support Services;
- Assists with and performs a variety of personnel actions including selections, promotions, performance evaluations, disciplinary measures and dismissals;
- Evaluates the operations of Parking Enforcement personnel and mail service personnel; recommends and implements improvements to systems and procedures;
- Coordinates with office staff to facilitate timely performance of Department procedures;
- Contacts delinquent accounts, and makes arrangements for payments; follows up to see that arrangements are kept;
- Receives and decides upon requests for extensions to payments;
- Seals meters for nonpayment;
- Contacts persons who have written bad checks;
- Files claims with Bankruptcy Court;
- Assists with the enforcement of Lodi Ordinances;
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision;
- Procedures involved in mail services, enforcing parking laws and customer service;
- Public contact practices and techniques.

Ability to:

- Supervise the work of others;
- Evaluate systems and procedures; make effective recommendations for improvement;
- Communicate clearly and concisely;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the qualifying knowledge and abilities. A typical combination is:

Experience:

- Four years experience in a position involving public contact, two of which were in a supervisory capacity.

Education:

- Completion of high school or its equivalent.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

CITY OF LODI
CONFIDENTIAL
JOB SPECIFICATIONS

- Administrative Clerk I/II – Confidential
- Deputy City Clerk
- Human Resources Technician
- Legal Secretary
- Secretary to the City Manager

ADMINISTRATIVE CLERK – CONFIDENTIAL

DEFINITION:

Under direction provides a variety of routine to moderately difficult office support to various City departments and offices, which may include public contact, providing information, recordkeeping, specialized processing related to the department to which assigned, typing, word processing, and establishing and maintaining file systems; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a fully qualified, journey level class; competent to perform a variety of office support and clerical duties. Positions are characterized by the presence of guidelines from which to make decisions, and the availability of supervision to resolve non-routine problems encountered. These positions assist or act in a confidential capacity to persons who participate in the formation, determination, or implementation of City management policies in the field of employer-employee relations.

SUPERVISION EXERCISED AND RECEIVED:

Administrative Clerk work under general supervision from higher level clerical staff, or professional or managerial personnel. An Administrative Clerk may direct the work of part-time or temporary clerical staff, but is not considered a lead level of classification.

EXAMPLES OF DUTIES:

Duties include, but are not limited to the following:

- Performs a variety of support duties related to the work unit to assist staff in various office and public activities;
- Serves as receptionist; receives and screens callers and visitors; provides information regarding City or unit practices and procedures to a variety of parties and the general public;
- Gathers information from individuals or reference sources to complete and process various forms, records, and applications; and contacts individuals to obtain additional information;
- Enters and retrieves data from on-line or stand-alone computer systems, following established formats; operates computer systems to generate reports and perform other automated processes; performs various file maintenance activities related to computer systems;
- Maintains records and processes forms, such as time records, purchase requisitions and orders, and others specific to the organizational unit;

- Posts and transcribes data, prepares and updates a variety of reports, which may require the use of routine arithmetic calculations;
- Establishes and maintains office files, and researches and compiles information from such files;
- Types correspondence, reports, forms, and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or personal computer;
- Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling;
- Copies, assembles, and distributes reports and other written materials;
- Collects fees, issues receipts, adds sums of figures, and performs related basic computations;
- Performs such office support activities as opening and distributing mail, processing outgoing mail, and ordering office supplies;
- Prepares recruitment materials including composing job announcements, writing and placing advertising, assembling mailing lists, and preparing and issuing candidate notices;
- Schedules, administers, and may score written tests;
- Schedules qualification appraisal boards;
- Processes workers compensation paperwork, monitors claims, and serves as liaison between employees and City;
- Processes general liability claims and serves as liaison between public and City;
- Oversees and processes Certificates of Insurance from outside vendors;
- Maintains effective relationships with those contacted during the course of work;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic office practices and procedures, including filing and the operation of standard office equipment;
- Correct English usage, including spelling, grammar, and punctuation;
- Basic business arithmetic.
- Business letter writing and the standard format for typed materials;
- Policies, procedures, processes and forms related to the department to which assigned;
- Basic business data processing principles and the use and operation of personal computers, related software and peripheral equipment.

Ability to:

- Understand and carry out oral and written instructions;
- Maintain accurate records and files;

- Make accurate arithmetic calculations;
- Perform detailed clerical work accurately;
- Type at a speed necessary for adequate job performance;
- Maintain attention to detail despite interruptions;
- Communicate tactfully and effectively with the public;
- Learn specialized processing, procedures, and office support tasks related to the department to which assigned;
- Maintain confidentiality of department materials and issues.
- Organize and maintain office files;
- Compose routine correspondence from brief instructions;
- Use initiative and sound independent judgment within established guidelines;
- Operate standard office equipment including word processor and centralized telephone equipment;
- Prioritize work and coordinate several activities simultaneously.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

- Equivalent to the completion of high school including completion of specialized clerical coursework.

Experience:

- Two years of responsible journey level clerical experience
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LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License (Class C) from the California Department of Motor Vehicles.

DEPUTY CITY CLERK

DEFINITION

Under general direction provides complex and specialized secretarial and administrative support to the City Clerk's office, the City Council, and other city offices; performs or assists in a variety of mandated City Clerk functions; provides lead direction and training to a small group of Administrative Clerks or related staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification in the City Clerk's office, requiring Deputization as a Deputy City Clerk, and requiring specialized knowledge and skills related to the department. This class functions as the direct assistant to the City Clerk, and handles the more complex and specialized clerical assignments of the department.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Prepares and distributes City Council meeting and other (e.g. special session) agendas, prepares Council communications, prepares and distributes Council packets ensuring appropriate signatures and attachments; posts meeting announcements;
- Records Council votes; files, distributes, and publishes resulting resolutions and ordinances in the absence of the City Clerk;
- Prepares resolutions in the absence of the Legal Secretary;
- Prepares City Council meeting minutes, and takes, transcribes, and attests to minutes in the absence of the City Clerk;
- Prepares Council chambers for meetings; prepares recording equipment and documents information for City Council, staff, and the public;
- Provides secretarial support for the Mayor and Council members;
- Provides information to the public, City staff, and others that requires the use of significant judgment and the interpretation of policies, rules, or procedures, and researches requests for information under Public Act;
- Prepares complex and confidential correspondence, reports, proclamations, and materials from drafts, notes, dictated tapes, or brief instructions;
- Establishes, organizes, and maintains complex departmental filing systems and records, including original historical documentation and electronic management system;
- Performs various technical processing of forms, application, or procedures requiring in-depth subprofessional knowledge of the department's functions;
- Provides lead direction, training, and work review to a small group of administrative clerks or closely related classifications;
- Records and certifies official bids;

- Makes arithmetical or routine statistical computations related to department operations, payroll, and budgets; collects fees, and issues receipts;
- May serve as Acting City Clerk in City Clerk's absence;
- Notifies officials of conflict of interest filing responsibilities and deadlines and maintains conflict of interest filings;
- Serves as travel coordinator for City Clerk, City Council and Department Heads;
- Assists in elections processes, including nomination filings, campaign filings, recording elections results, and related; notifies elected officials of filing deadlines, and receives, examines, and maintains campaign filings;
- May act as a receptionist, receiving, screening and directing callers, and making appointments;
- Operates a variety of standard office equipment and software applications;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Policies, procedures, laws and regulations related to City Council agenda, meetings, minutes, resolutions, and ordinances; City Clerk election, campaign, and conflict of interest responsibilities;
- Office management practices and procedures, including filing systems, operation of standard office equipment, and basic knowledge of letter writing formats and composition;
- Basic business arithmetic, including percentages, decimals, and fiscal recordkeeping;
- Correct English usage, including spelling, grammar, and punctuation;
- Use and operation of personal computers, software and peripheral equipment;
- Lead supervisory principles and practices;
- Basic organization and function of public agencies, including the role of elected City Councils, appointed boards and commissions.

Ability to:

- Read, interpret, and apply rules, policies, and procedures;
- Organize, research, and maintain office files and records;
- Take and transcribe accurate official minutes;
- Make arithmetic calculations with speed and accuracy;
- Compose correspondence and related items from brief instructions;
- Use initiative and sound independent judgment within established guidelines;
- Operate standard office equipment including word processing and centralized telephone equipment;
- Type accurately at a speed necessary for adequate job performance;
- Maintain confidentiality of department materials and issues;
- Establish and maintain effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

- Equivalent to the completion of high school including completion of specialized clerical coursework.

Experience:

- Two years of responsible journey level clerical experience for a public sector agency at a level equivalent to the City's Administrative Clerk II.

LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.
- Within six months of appointment, should obtain a state of California Notary Public certification.

HUMAN RESOURCES TECHNICIAN

DEFINITION:

Under general direction performs a variety of responsible paraprofessional and support duties related to -employee benefits, recruitment and selection, interpretation and application of policies and procedures, and compensation and classification administration; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from high level clerical classes by the extent and nature of responsibility for paraprofessional functions related to the city's personnel programs, and the requirement for understanding and interpretation of federal, state and local laws, codes, regulations and policies. This position assists or acts in a confidential capacity to persons who participate in the formation, determination or implementation of City, management policies in the field of employer-employee relations.

SUPERVISION EXERCISED AND RECEIVED:

This classification works under the general direction of the Human Resources Director or designee, and has responsibility for an assigned area of paraprofessional duties. May serve as office manager and provide lead direction to clerical support staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Provides a wide variety of information to employees requiring the interpretation and application of policies, procedures, programs, benefits, guidelines, and regulations; provides basic information on personnel programs and processes;
- Contacts insurance carriers and/or third party administrators to resolve problems and answer employee questions;
- Prepares recruitment materials including composing job announcements, writing and placing advertising, assembling mailing lists, and preparing and issuing candidate notices;
- Schedules, administers, and may score written tests;
- Performs complex calculations related to examination statistics, sick leave conversion, COBRA payments and eligibility periods, benefits coverage and payments, retirement calculations, and related;
- Conducts orientations for new employees; verifies compliance with immigration reform and control act provisions;
- Processes enrollment forms; and coordinates benefit (open enrollment, bargaining unit changes) and retirement plan changes;

- Processes and coordinates long term disability applications; serves as a liaison between employees and the city; processes unemployment insurance claims;
- Conducts exit interviews;
- Types confidential materials including disciplinary letters and materials related to negotiations process including memorandums of understanding;
- Participates in qualification appraisal boards as chairperson and/or rater;
- Prepares and maintains a variety of complex records and files including federal and state reporting, affirmative action, position control, salary history, negotiated agreements, personnel files, and related matters;
- Prepares and generates a variety of reports and statistical summaries manually or using computer system; tracks data and prepares reports related to departmental budget;
- Responds to requests for information from other organizations;
- Performs a variety of responsible clerical work in support of the department including in-person and telephone reception, typing, preparation, duplication, assembly and distribution of documents, mail processing, photocopying, and related tasks;
- Maintains effective relationships with those contacted during the course of work;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamentals of the law, regulations and policies governing benefits, insurance, COBRA, and City policies and procedures;
- Basic principles and procedures related to area of assignment such as insurance, benefits, retirement, recruitment and selection, and related;
- Systems and methods for recordkeeping, and file maintenance;
- General office methods including the use and operation of personal computers, related software, peripheral equipment.

Ability to:

- Interpret, explain, and apply complex regulations, rules, and agreements;
- Assist in the administration of various payroll programs, such as insurance, benefits, retirement, and employees deductions and/or time;
- Maintain confidentiality of personnel-related materials and issues;
- Perform complex arithmetical and basic statistical calculations accurately;
- Prepare a variety of written reports, records, and correspondence;
- Type accurately at a speed necessary for adequate job performance.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Three years of responsible clerical experience performing human resources department functions.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

LEGAL SECRETARY

DEFINITION

Performs a variety of complex and/or confidential secretarial and administrative duties for the City Attorney and Deputy City Attorney; manages the clerical support functions for the office; provides a wide variety of legal-clerical services to the City Attorney's Office.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the City Attorney.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Serves as office manager to ensure work is handled on a priority basis and completed in a timely manner;
- Acts as a receptionist; screens calls and visitors and refers inquiries as appropriate; responds to complaints and requests for information based upon office policies and procedures;
- Participates and assists in the administration of an office; handles routine personnel, purchasing and budget duties;
- Types and/or transcribes a variety of correspondence and legal documents, including resolutions, ordinances, legal opinions, contracts, briefs, leases and agreements, from handwritten copy, Dictaphone and/or shorthand notes;
- Prepares and processes legal papers and documents requiring knowledge of legal format, terminology, and procedures;
- Sets up and maintains complex files of ongoing court cases;
- Maintains the law library;
- Researches, compiles and analyzes data for special projects and various reports;
- Composes and handles routine correspondence not requiring the City Attorney's or Deputy City Attorney's personal attention;
- Develops, implements, and maintains related filing systems on personal computers;
- Maintains effective relationships with those contacted during the course of work.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Legal terminology and the forms and documents used in legal clerical work;
- Legal procedures and practices involved in composing, processing, and filing a variety of legal documents;
- Standard legal references and their contents;
- Modern office methods and procedures.

SECRETARY TO THE CITY MANAGER

DEFINITION:

Under direction, provides varied, complex and often confidential secretarial and office administrative assistance to the City Manager, Deputy City Manager, and associated administrative staff; may provide lead direction to a small clerical support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the highest level secretarial class of the City. This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from this management level require the frequent use of discretion, initiative, and independent judgment, as actions can have a significant effect upon City operations or public relations activities. Responsibilities include regular contact with government officials, City Council or board or commission members; representative of business or community organizations, the public, and all levels of City personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Receives and screens visitors and telephone calls, providing information which may require the use of judgment and interpretation of policies and procedures;
- Maintains the City Manager's calendar, scheduling meetings, screening requests and ensuring that the City Manager is cognizant of meeting times and individuals;
- Directs and trains office support staff in the City Manager's office;
- Researches, compiles and summarizes a variety of informational materials;
- Opens mail and either personally handles or routes for handling to appropriate department;
- Coordinates departmental activities with those of other City departments, including follow-up on projects assigned to other departments;
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or printed materials; may input or retrieve data and prepare reports using an on-line or personal computer system;
- Initiates specified correspondence independently for signature by the City Manager or associated administrative staff;
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Organizes and maintains various administrative, reference, and follow-up files;
- Transmits information to others from the City Manager and associate administrative staff;

- Collects information, composes articles, formats, prints and distributes City newsletter and other related publications as required;
- Keeps informed of pertinent City and departmental activities;
- Organizes own work, sets priorities and meets critical deadlines;
- Maintains effective relationships with those contacted during the course of work;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including business letter writing;
- Use and operation of personal computer, related software and peripheral equipment;
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions;
- Record keeping, report preparation, and filing methods;
- Correct English usage, including spelling, grammar, punctuation, and vocabulary;
- Basic budgetary principles and practices and business arithmetic;
- Basic supervisory principles and practices;
- Basic records keeping principles and practices.

Ability to:

- Provide varied, responsible, and often confidential secretarial and office administrative assistance to the City Manager and associated administrative staff;
- Use initiative and independent judgment within established guidelines;
- Use tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work;
- Analyze and resolve administrative situations and problems;
- Research, compile, and summarize a variety of informational materials;
- Compose correspondence independently or from brief instructions;
- Type at a speed necessary for adequate job performance;
- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction;
- Provide work direction and review for assigned staff.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Five years of increasingly responsible secretarial and clerical experience involving frequent contact with the public, including one year of support provided to a higher level administrator.

LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.